



## **Confidentiality and Privacy Statement**

Your personal information is kept in a secured database server at the Health Department. Only authorized staff has access to the database and must sign a formal, binding confidentiality agreement.

### **How We Collect Your Updated Contact Information**

The Registry collects updated contact information from enrollees in several ways. Enrollees may call, email, fax or mail a letter to the Registry with their updated information. Registry staff may contact enrollees to collect updated contact information or may collect this information from follow-up surveys or other sources. Enrollees may also update their contact information online.

### **Updating Your Information Online**

When you update your contact information online we ask for information such as your name, telephone number, home address and other information so that we may stay in touch with you. The data sent from your computer are protected by Secure Sockets Layer (SSL) encryption.

The following information is automatically recorded on our server logs from your browser:

- Your computer's Internet Protocol (IP) address
- Domain information
- Address of the web site you are using to update your information
- Date and time you arrived at our web site and how long you spent there
- Pages you visit on our web site

This information is used to diagnose problems with our server and administer the web site. Information logged by our server is kept strictly confidential and is not shared with anyone else.

### **Cookies**

This is a cookie-free site, so no one can tell by looking at your computer that you have visited the Registry web site. Cookies are small files that a web server automatically sends to your computer when you browse certain web sites.

## **Information is Not Disclosed to Third Parties**

Your personal information is not released for advertising or marketing purposes. We will never sell your email address, name, or personal information. The Health Department and the National Institute for Occupational Safety and Health (NIOSH) will not share your personal information with any other individuals, organizations or government agencies, including U.S. Citizenship and Immigration Services (formerly known as INS), without your signed written permission.

## **How We Use Your Contact Information**

When you update your contact information, we use this information to:

- Stay in touch with you
- Send you information about resources, services and 9/11-related studies
- Send you information about Registry findings
- Send you follow-up surveys every 2-3 years

Your personal information is disclosed under very strict safeguards to the companies responsible for Registry survey data collection for the Health Department and NIOSH. These companies must pass an on-site inspection and security assessment. Only authorized staff that have signed and agreed to a formal, binding confidentiality agreement may access this information. This information is only to be used to conduct surveys. Access is restricted through network security and username/password authentication. Transmission of data is protected by SSL encryption. Once the survey data collection process has ended, the final data is securely transmitted to the Health Department and all personal information is permanently removed from the company's servers.

## **Confidentiality**

All information is kept strictly confidential. The Registry is protected by a federal Certificate of Confidentiality. This certificate means that we cannot be forced to reveal identifying information about you.

*Revised: October 2009*