

INFirstSteps.com Privacy Policy

Last updated January 29, 2009

This statement discloses the privacy practices and policies for infirststeps.com. This statement includes:

1. What personally identifiable information is collected from you through the web site.
2. How the information is used.
3. With whom the information may be shared.
4. The security procedures that are in place to protect the loss, misuse or alteration of information under CSC control.
5. How you can correct any inaccuracies in the information.

If you feel that this company is not abiding by its posted privacy policy, you should first contact CSC by email at eiprivacypolicy@csc.com. If you do not receive acknowledgment of your inquiry or your inquiry has not been satisfactorily addressed, you should then contact the Indiana Family and Social Services Administration's (FSSA) First Steps office at (317) 233-6092.

Information Collection, Sharing and Use

We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. CSC does not collect information from our users other than what is expressly described. CSC does not share any information regarding this web site with outside parties except the State of Indiana and to certain web site users during their normal course of Early Intervention practice. The information and what is disclosed is contained within this policy.

Cookies

A cookie is a piece of data stored on the user's computer containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information on our site. Once the user closes their browser, the cookie simply terminates. If a user rejects the cookie, they may still use our site. The only drawback to this is that the user will be limited in some areas of our site. For example, users will not be able to log on to secured areas of the site.

Log Files

We use IP addresses and visitation dates to analyze trends. The web server automatically logs IP addresses but they are not linked to personally identifiable information and the log files are not a shared source of information.

Screen Size

We collect resolution size of your monitor so the site may be better designed. Screen size can't be used for personal identification.

Links

This web site may contain links to other sites. Please be aware that CSC is not responsible for the privacy practices of other sites. We encourage our users to be aware when they leave the site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by this web site.

The State of Indiana's First Steps official policy may be found at <http://www.in.gov/core/privacy.htm>

Browser Types and Versions

In order to make the site more effective we collect the type and version of the browser being used to navigate the site. This information can't personally identify you.

Web Site Tracking

This site uses clear gifs to track your usage of this web site. The web site stores the following information:

- Your name
- The page that was viewed
- The name of the child that was viewed

- The date the page was accessed

This information is available as the electronic version of the "Early Intervention Record Access Log". For those users that have permission, it is viewable in summary and detail form to the following users of the web site:

- IFSP Team Members
- Direct Service Providers
- FSSA First Steps
- First Steps' Central Reimbursement Office

Security

This website takes every precaution to protect information. When users submit sensitive information via the website, your information is protected both online and off-line. When our site requests user name/passwords that information is encrypted and is protected with the best encryption software in the industry; SSL. While on a secure page the lock icon on the bottom of Web browsers such as Netscape Navigator and Microsoft Internet Explorer becomes locked, as opposed to un-locked, or open, when you are just 'surfing'. To learn more about SSL, follow this link <http://www.verisign.com>. While we use SSL encryption to protect sensitive information online, we also do everything in our power to protect information off-line. All of our information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a specific job are granted access to said information. Furthermore, employees are kept up-to-date on our security and privacy practices. Finally, the servers that we store information on are kept in a secure environment. If you have any questions about the security of our website, you can send an email to eiprivacypolicy@csc.com.

Correction/Updating Personal Information:

If a user no longer desires our service, we will endeavor to correct or update the information provided to us. Please call (317) 233-6092 for information.

Notification of Changes

If we decide to change our privacy policy, we will post those changes in the Bulletin Board area of the web site. We will use information in accordance with the Privacy Policy under which the information was collected.