



## Privacy Policy

This Privacy Policy describes how New York Law School collects and uses personally identifiable information ("PII") we obtain from and about individuals located in the U.S. both online and off-line. The effective date of this policy is August 1, 2005. Except as explicitly stated below, we will not affirmatively notify users of changes in our policy; but we will abide by the policy in effect at the time we collect PII from any user of this website, respecting uses of that PII.

You can inquire about our Privacy Policy by contacting the Office of Marketing and Communications at New York Law School, 185 West Broadway, New York, NY 10013 or 212.431.2872.

### **General Privacy Information Collection, Use, Disclosure, and Security of Personally Identifiable Information**

**Direct Collection of PII:** New York Law School collects personally identifiable information ("PII"), such as your full name, e-mail address, mailing address or telephone number, only in order to create or enhance our relationship with you. We collect PII from you directly when you voluntarily submit information to us by requesting materials or event registrations.

**Use by New York Law School of PII:** We use PII only to send materials such as viewbooks or event information. When you give us information for a specific purpose, we will use that information solely for that purpose unless we tell you otherwise and give you an opportunity to "opt out."

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**Third Party Access to PII at New York Law School:** New York Law School will not share PII with any third party except to a person or entity who provides support for the internal operations of the website and who does not disclose or use that information for any other purpose. When we give third parties access to PII, they must first agree to maintain security and confidentiality consistent with this Privacy Policy.

**Your Access to Your PII at New York Law School:** If you would like to know the types of information that New York Law School collects from visitors to its website, please contact us. If you would like to know whether New York Law School has collected PII about you, please send us the activities that you participated in on our website which requested PII; after reviewing the relevant databases, we will confirm whether we have collected such information about you. You may review PII about you in our records at any time provided you first give us proof of your identity via postal mail or by fax, such as a copy of a valid driver's license with your name and address. You may request changes into the PII we have that pertains to you, and/or end any direct communications with you, or even delete your PII altogether.

Notification of Changes in this Policy: We may change this Privacy Policy from time to time. When we do, we will give notice of changes in this space so you can be kept abreast by visiting this site from time to time. Despite any changes in policy, however, we only will use information in accordance with the privacy policy in effect when the information was collected. Indirect Collection of non-personally identifiable information: We may also collect information from you passively through the use of cookies. Cookies are small bits of information that the operators of Internet sites place on the hard drive of your computer. Cookies remember information about your activities on the site and enable the operator of the site to make your visits to our website more enjoyable. At this time, New York Law School employs cookies to identify each user as a unique visitor, so that we can determine if you are a new or returning user. Users may also optionally store a cookie that contains a username and password for easy logon. These cookies are not currently associated with any PII. Also, you can program your computer to warn you each time a cookie is being sent or to refuse cookies completely. New York Law School also records your PC's IP address. We use your IP address to help diagnose problems with our server and to administer our website by identifying which parts of our site are most heavily used, and the location and computer specifications of our users. We do not link IP addresses to anything personally identifiable. This means that user sessions will be tracked, but the users will remain anonymous. The New York Law School staff uses the information gathered above to tailor site content to user needs, and to generate statistical reports. At no time do we disclose site usage by individual IP addresses. Web server logs are retained on a temporary basis and then deleted completely from our systems.

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