



dserec.com 5 Hackensack Ter. Chestnut Hill, MA 02467 p. 617.785.0153 f. 617.390.7586 contact@dserec.com

## DSE Privacy Policy

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*DSE* mission is broad spectrum of initiatives which are aimed at enhanced efficiency, higher customer satisfaction and significant improvement in quality of recreational sport activities in Higher Education institutions and various sport organizations. *DSE* builds a dedicated and customized website for each client, hosted at *dserec.com* sub-domains (e.g. *osu.dserec.com*).

The data collected on the websites we build for our clients is requested specifically by each client and would usually mimic the paper forms, spreadsheets and policies the program had prior to its partnership with *DSE*. The collected data is used only for the needs of the program in question and is not made available or distributed to third parties.

Standard users (students/players) have access to basic information only. Privileged users (e.g. account owners, captains/managers) have further access to information restricted to their fields of responsibility, typically allowing users to modify or delete data they submitted earlier. Program's administrators/directors who control website's content and have full access to data-access the website through Admin Mode, which address is unknown to the users. All admin and user access to sensitive information is via a personal account that defines the level of access that the user has. By default there is only one user with system administration rights. Only the main administrator can request full or restricted to certain-functions access for other administrators.

*DSE* will not give, sell or provide access to client's information to any company, individual or organization for its use in marketing or commercial solicitation or for any purpose other than necessary operations of the program, or pursuant to one of the exceptions listed below. Furthermore, only the top executives at *DSE* has the access to client's information that is stored on company's servers.

### GENERAL EXCEPTIONS TO THE PRIVACY POLICY

There are limited exceptions to the *DSE* privacy policy. When required by law to comply with any valid legal process such as a search warrant, subpoena, statute, regulation or court order, *DSE* will supply such information contained in our database as such entity reasonably determines, and based on the advice of counsel is legally required to supply. In addition, *DSE*



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may release specific information relevant to special cases, such as a physical threat to users or an attempted breach of security on *DSE* websites.

*DSE* websites implement the school's graphic design that each client gives us. This design may contain links to third party sites and we recommend and encourage you to read the privacy policies posted on the third party sites, as it might be different from ours. *DSE* is not responsible for privacy policy of any third party, or links to it from the design given to us by our clients.

## USER AUTHENTICATION

*DSE* collects personal information from the users in accordance with the each program's registration policies, so the user can take part in the program.

When users visit *Dserec.com*- the user's browser will automatically transmit to *DSE* the IP address of your computer and type of browser they are using. Although the browser transmits the IP address of user's computer, this IP address is not associated with any personally identifiable information regarding the user. *DSE* does not collect any personally identifiable information other than what users submit and their browsers transmit.

Authentication is the reasonable basis on which to believe that the entity electronically submitting data is who they say they are. *DSE* authenticate its users in one of two methods (chosen by the client), both methods confirm the user's identity:

- (1) Schools might choose to authenticate users through their own Single Sign-on mechanism, which presumably has already verified the user in question. The users will login to *DSE* system with their school's credentials, authenticating through your school's server, as they login to all school's applications (e.g. email). *DSE* will integrate with school's preferred authentication method, such as LDAP or Shibboleth.
- (2) Alternatively, new users are required to provide their unique school Username in the registration form. The system will then send a confirmation e-mail with unique verification link to [Username@school.edu](mailto:Username@school.edu) (the ending might vary according to the school's policies). Clicking on the verification link will prove that the user owns & can access this e-mail address and the user is member of the school in question

All further activity (including electronic signatures) is done after users log-in to their respective accounts, thus ensuring that a user can submit data only on his/her behalf.



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## USER CONSENT TO RECEIVE EMAILS

During the confirmation process users are asked whether they agree to receive further emails from the program they register for. Only users who approve the reception such emails- would receive them. It's important to note that *DSE* does not send further emails to the user. Further emails are sent by the program's director to its participants while using *DSE*'s mailing features, and typically contain vital information regarding the events the user registered for (such as scheduled games). Therefore, the reception of these emails is in users' highest interest and our clients send it for their users' benefit.

## SECURITY MEASURES TO PREVENT MISUSE OF INFORMATION

*DSE* maintains the highest industry standards to secure the information it stores. Further details on its infrastructure and policies can be in *DSE* Security Questionnaire (available upon request).

## COOKIES

A cookie is a small file that a website transfers to a user's computer, which may then be stored on its hard drive. *DSE* asks the user whether to use cookies to remember the Login credentials and skip the Login process on future website sessions from the same computer. Fully optional, the cookies enable the interested users to avoid the nuisance of being asked to provide the same credentials upon every visit. Cookies cannot be used to steal personal information or to gain access to information that the user did not provide. The cookies are erased when users log off our website.

## CONTACT PERSON

Michael Meirovich, CEO

(617) 785-0153

michael@dserec.com

DSErec.com