

## **Website Visitors**

Cold Spring Harbor Laboratory is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. Cold Spring Harbor Laboratory collects information from our users at several different points on our website.

## **Gathering of Personally-Identifying Information**

Certain visitors to Cold Spring Harbor Laboratory's Memory Board website choose to interact with Memory Board in ways that require Cold Spring Harbor Laboratory to gather personally-identifying information. The amount and type of information that Cold Spring Harbor Laboratory gathers depends on the nature of the interaction. For example, we ask visitors who sign up to add "memories" at [libfe.cshl.edu/memoryboard](http://libfe.cshl.edu/memoryboard) to provide a username and email address. In each case, Cold Spring Harbor Laboratory collects such information only insofar as is necessary or appropriate to fulfill the purpose of the visitor's interaction with Memory Board. Cold Spring Harbor Laboratory does not disclose personally-identifying information other than as described below. Visitors can always refuse to supply personally-identifying information, with the caveat that it may prevent them from engaging in certain website-related activities.

## **Aggregated Statistics**

Cold Spring Harbor Laboratory may collect statistics about the behavior of visitors to its websites. For instance, Cold Spring Harbor Laboratory may monitor the most popular forum posts on the [libfe.cshl.edu/memoryboard](http://libfe.cshl.edu/memoryboard) site. Cold Spring Harbor Laboratory will only use these statistics internally. Cold Spring Harbor Laboratory does not disclose personally-identifying information other than as described below.

## **Protection of Certain Personally-Identifying Information**

Cold Spring Harbor Laboratory discloses potentially personally-identifying and personally-identifying information only to those of its employees that need to know that information in order to process it or make it available on Cold Spring Harbor Laboratory's websites. Cold Spring Harbor Laboratory will not rent or sell potentially personally-identifying and personally-identifying information to anyone. Cold Spring Harbor Laboratory discloses potentially personally-identifying and personally-identifying information only when required to do so by law. If you are a registered user of the Memory Board website and have supplied your email address, Memory Board may occasionally send you an email to tell you about new features or to solicit your feedback. We expect to keep this type of email to a minimum. Cold Spring Harbor Laboratory takes all measures reasonably necessary to protect against the unauthorized access, use, alteration or destruction of potentially personally-identifying and personally-identifying information.

## **Cookies**

A cookie is a piece of data stored on the user's hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Once the user closes their browser, the cookie simply terminates. For instance, by setting a cookie on our site, the user would not have to log in a password more than once, thereby saving time while on our site. 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.

## **Log Files**

We use IP addresses to analyze trends, administer the site, track user's movement, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

## **How to Contact Us for Corrections/Updates**

We use e-mail links located on the "[Contact Us](#)" page to allow you to contact us directly with any questions or comments. We read every message sent in and try to reply promptly to every one. We then either file your comments to improve on our site, features, and programs, or review and discard the messages.