

TESRS Website Linking and Privacy Policy

Version History

Version 1.0 – July 12, 2016 Adopted Policy

Overview

The Texas Emergency Services Retirement System (TESRS) Website Linking and Privacy Policy was created to define provisions for members of the public to use, copy information from, or link to and to protect the personal identifying information of members of the public who provide or receive information from or through our state website.

Scope

This policy applies to Texas state agencies and institutions of higher education as defined in Title 1, Texas Administrative Code (1 TAC) Chapter 206. A Texas state agency including an institution of higher education, should refer to this policy in conjunction with 1 TAC Chapter 206 and Texas Government Code, Chapter 2054 to implement provisions of law, administrative rule and policy and to develop and adopt its policies related to website linking and privacy.

Purpose

The TESRS privacy policy was created to demonstrate our strong commitment to privacy. *The policy was created in accordance with the Department of Information Resources Policy Version: 1.1 Adopted: March 24, 2015 Next Review: March 24, 2019 State Website Linking and Privacy Policy.*

Policy

The TESRS website Linking and Privacy Policy contains information that allows for members of the public to make informed decisions about accessing, using, copying information from or linking to our state website, or providing or receiving information from or through this state agency website.

Fees

Texas state agencies may not charge a fee to access, use or reproduce information on its website or to link information on its website unless specifically allowed to do so by the Texas Legislature.

Linking to and from State Agency Websites

The Texas Emergency Services Retirement System (TESRS) policy on establishing links from the TESRS website to other websites is guided by the business needs of the agency and whether there is a public purpose for establishing the link. Links are provided as a public service and for informational purposes only. Links are provided only when the external server provides information that is useful to the public, our stakeholders or our employees and relate to the agency's programs, activities or functions. TESRS does not enter into reciprocal linking agreements.

The following are TESRS guidelines for establishing external web links:

- **Political websites.** Links to political websites are not allowed.
- **Public websites.** Links to public websites (government and public education sites) are allowed.
- **Private websites.** Links to private commercial and noncommercial websites will only be allowed if there is a public purpose for establishing the link, and the link is approved by Management.

- **Considerations in determining whether to link to a Private Website.** Where there is a legitimate business need (public purpose) to establish a link from an agency Web page to a private website, the proposed link will be evaluated on a case-by-case basis. If there is a public purpose for including such links (e.g. to facilitate the state fulfilling a specific statutory duty or to provide information related to the agency's programs, activities, or functions), then the link may be allowed, subject to approval by Management.

TESRS will remove or disallow links to external servers if we become aware that they are not managed in a professional manner, not operational and available most of the time, not kept up to-date, provide inaccurate information or contain unlawful or inappropriate content. We will also remove a link if the owner of the website objects to such link. TESRS reserves the right to refuse to allow a link to be established to any website that contains material that may be deemed to be offensive or inappropriate.

TESRS makes no effort to independently verify, and does not exert editorial control over, information on pages outside of the TESRS website. The views and opinions expressed in any referenced document or any website linked to this server do not necessarily state or reflect those of the agency or the State of Texas. Neither TESRS, nor the State of Texas, nor any of their employees, makes any warranties, express or implied, concerning the information, services, or software found on this site or other sites to which it links.

TESRS and the State of Texas, and their employees, expressly disclaim all implied warranties of merchantability and of fitness for a particular purpose. You expressly agree that your use of this site is at your own risk. TESRS, the State of Texas, and their employees do not warrant that this website, its services, its servers, or email sent from it are free of viruses or other harmful components.

Under no circumstances shall the TESRS, the State of Texas, or their employees be liable for any direct, indirect, incidental, special, punitive, or consequential damages that result in any way from your use of this site, or sites to which it links, or from reliance on or use of information, services, software, or merchandise provided on or through this site, or that result from deletion of files, delays in operation or transmission of data, or any failure of performance of the site.

Copying Information from State Agency Websites

1. Information posted on a state websites and accessible to members of the public, may be copied, provided that it:
 - a. is in accordance with any limitations specified by state agency policy
 - b. is not presented in a misleading way, and
 - c. is not construed to be endorsed by the State of Texas
2. Entities or individuals that copy and present state agency information must identify the source of the content, including the
 - a. URL for the content or nearest entry point leading to the content if a URL is not available, and
 - b. date the content was copied.
3. Entities or individuals that copy and present state agency information on their websites must accompany that information with a statement that neither the entity or individual nor the information, as it is presented on its website, is endorsed by the State of Texas or any state agency.

4. To protect the intellectual property of state agencies, copied information must reflect the copyright, trademark, service mark, or other intellectual property rights of the state agency whose protected information is being used by the entity or individual.

Privacy

All information collected or maintained by TESRS is subject to the provisions of the Texas Public Information Act ([Chapter 552 of the Texas Government Code](#)) Documents on this server contain hypertext pointers (“links”) to information created and maintained by TESRS, and other public and private organizations.

The following describes TESRS’s privacy practices regarding information collected from visitors to the site. It contains information about what information is collected and how that information is used

The following information is collected for this analysis:

- User/client hostname – Hostname (or IP address, if DNS is disabled) of the user/client requesting access.
- HTTP header, "user-agent" – Type of browser used, the browser version, and the operating system it is running on.
- HTTP header, "referrer" – Page from which the user/client accessed the current page.
- System date – Date and time of the user/client request.
- Full request – Exact request the user/client made.
- Status – Status code the server returned to the user/client.
- Content length – Length, in bytes, of the document sent to the user/client.
- Method – Request method used.
- Uniform Resource Identifier (URI or URL) – Location of a resource on the server.
- Query string of the URL – Anything after the question mark in a URL.
- Protocol – Transport protocol and version used.

TESRS utilizes Analytic Cookies that remember your computer or mobile device in an anonymous way, when you visit your website. These cookies keep track of how our readers use the website and allow us to review statistics on:

- the sources that refer readers to our website
- the city, state, and country they are browsing from
- the host name or IP address of the computer being used
- the type of browser, version, and operating system of the computer being used
- the pages visited by those readers

If you send us an electronic mail message with a question or comment that contains personally identifying information or fill out a form that emails us this information, we will use only the personally identifiable information to respond to your request and analyze trends. We may direct your message to another government agency or person who is in a better position to answer your questions. While doing this, however, we are bound by procedure to withhold your identifying personal information from the forwarded email. We may direct you to personally contact another agency or person

This information is not reported or used in any manner that would reveal personally identifiable information, and will not be released to outside parties unless legally required to do so in connection with law enforcement investigations or other legal proceedings.

If you have any questions about this privacy statement, the practices or dealings with this site, you are invited to contact us at: info@tesrs.texas.gov

Disclaimer

TESRS provides information via this website as a public service. Please note that users of this website are responsible for checking the accuracy, completeness, currency and/or suitability of all information. Information posted on the TESRS website is current as of the posting date of the information. TESRS makes no effort to independently verify and does not exert editorial control over information on pages outside of the domain. The inclusion of company or vendor names, or links to company or vendor names, does not in any way imply endorsement by TESRS.

Change Management

This policy is subject to change.

Definitions and Acronyms

Cookie – a record containing unique information a website can use to track such things as passwords, lists of pages visited, and the date when a specific page was accessed, or to identify a user session at a particular website.

Link – a link (or hyperlink) is a reference to a web page or document that an individual can directly follow, or that is followed automatically.

State Website – a website that is connected to the Internet and is owned, funded or operated by or for a state agency or institution of higher education, including the home page, all subordinate pages and, other key public entry points.

Uniform Resource Locator - (or URL) a reference or address to resources, such as pages, documents, images, downloadable files, or services on the web.

References

- [Texas Administrative Code Title 1, Chapter 206](#)
- [Texas Government Code, Chapter 552](#)
- [Texas Government Code, Section 2054.126](#)

Texas Emergency Services Retirement System follows the State Website Link Policy that is posted on the Department of Information Resources (DIR) website at <http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/State%20Website%20Link%20and%20Privacy%20Policy.pdf>

Version History

Version 1.0 – July 12, 2016 Adopted Policy