

## **Privacy Statement:**

### **Faculty Financial Interest Reporting**

#### **Information gathering**

This online reporting platform was developed through the collaborative effort of the Office of the Provost, the Administrative Systems Group of Harvard University Information Technology (HUIT), and School representatives. The responses provided in the online forms are the only user information that is gathered.

#### **Use of information**

The Dean of every School electing to use this reporting platform designates one or more individuals to receive and review uploaded financial interest reports. Upon notification from the Dean of a participating School, HUIT establishes permissions for the designated individuals to access reports of faculty members and others who report to their School. Every School establishes its own policy specifying who will have access to reports in order to review them. No other person, inside the School or outside it, may access information provided by users except as stated in the Harvard University Policy on Individual Financial Conflicts of Interest for Persons Holding Faculty and Teaching Appointments.

HUIT employees, under strict confidentiality requirements, may have access to personally identifiable information for authorized system maintenance and enhancement purposes.

#### **Security**

This site has security measures in place to help prevent unauthorized access to and misuse of personally identifiable information.

#### **Contact**

If you have any questions about this privacy statement, the practices of this site, or your interactions with this site, contact **your School's designated institutional official**.

#### **Changes to this Policy**

Any material changes to this policy will be posted prominently on the first page of the web site for a reasonable time before such changes go into effect.

#### **Effective Date**

The effective date of this policy: October 1, 2011