## Commitment to Privacy
Business Services at the University of Pennsylvania is committed to providing access to services and information through Campus Express Online in a manner that respects and protects your privacy. This statement describes our information collection practices and explains how we use and protect your personal information.

Additional information on Penn’s privacy practices is available at [www.upenn.edu/privacy](http://www.upenn.edu/privacy).

## Scope
This statement applies only to information collected by this web site. It does not apply if you are re-directed to other websites while still logged into Campus Express Online. For example, if you are ordering textbooks on Campus Express Online a new window in your browser will open to the Penn Bookstore website.

## What we collect and why
We collect the following types of information about you:

- **Your login information.** Login information is used to determine whether or not you are authorized to use specific services on Campus Express Online.

- **Personally identifiable information that you provide voluntarily.** This includes types of information such as the following:
  - contact information that allows us to respond to your requests
  - preferred email or shipping address
  - the information you provide in the Property Registration Wizard, PennCard Application, or making a purchase using Campus Express Online. This information is used to process your registration, your purchase, to respond to your requests, communicate with you, and in the end provide you with better service.

- **Auto-collected information (web logs).** Our web server automatically recognizes the Internet domain and IP address from which you accessed our web site, the date and time of your visit, and the pages you visited on our site. This information is used to help us understand aggregate uses of our site, track usage trends, and improve our services.

## Cookies
Cookies are used by many web sites to store and retrieve information in your web browser to enable the site to deliver personalized services, to provide persistent authentication, or for other purposes. Campus Express Online uses session cookies that terminate once you close your browser, for the purpose of authenticating the user for the duration of the Campus Express session. These cookies are considered essential for the proper functioning of the site for authenticated users.

## Security
Campus Express is committed to ensuring the security of your information. We have put in place reasonable physical, technical, and administrative safeguards designed to prevent unauthorized access to, or use of; the information collected online. For example, Penn has contracted with third parties that have met industry-standards for security to take in necessary data, such as credit card information, to store, transmit, and process this transaction securely.

## Sharing your information
We will not share your information with third parties except

- as required by law
- as necessary to protect the University's interests
- with service providers acting on our behalf who have agreed in writing to protect the confidentiality of the data
- in instances that you permit OR in accordance with your consent
### Links to other web sites
This site may contain links to other web sites not affiliated with our office. We are not responsible for the privacy practices of these other sites, including other University of Pennsylvania sites. We encourage you to read the privacy statements of other sites for assurance that their practices safeguard your privacy.

### Children under 13
This web site is intended for use by people aged 13 or older. If you are under 13, please do not send any information about yourself to us, including your name, address, telephone number, or email address. In the event that we learn that we have collected personal information from a child under age 13 without verification of parental consent, we will delete that information as quickly as possible. If you believe that we might have any information from or about a child under 13, please contact us ceohelp@pobox.upenn.edu.

### Changes to Policy
We reserve the right to modify this privacy statement at any time and will post the changes on www.campusexpress.upenn.edu.

### Contact Us
We welcome suggestions and questions about our privacy statement. Please send them to ceohelp@pobox.upenn.edu. If you have questions about privacy at Penn overall, please send email to privacy@pobox.upenn.edu, call 1-888-BEN-TIPS (1-888-236-8477), or visit www.upenn.edu/privacy.