

Upstate Orthopedics Website Disclaimer

Commitment to Privacy

Upstate Orthopedics is committed to protecting your privacy and making it easier and more efficient for individuals and businesses to interact with Upstate Orthopedics. Upstate Orthopedics recognizes that individuals and businesses need to be confident that their privacy is protected when visiting Upstate Orthopedics' Web site. Most Web sites can be visited without providing any information about your visit, however sometimes Upstate Orthopedics needs information to provide services requested. This policy explains Upstate Orthopedics' practices.

Consistent with the provisions of New York State's Internet Privacy and Security Act, the Freedom of Information Law, and the Personal Privacy Protection Law, this policy describes Upstate Orthopedics' privacy practices regarding information collected from *users* of this Web site and how the information is used. Because this privacy policy only applies to Upstate Orthopedics' Web sites, *users* should examine the privacy policy of any Web site, including other linked Web sites and *state agency Web sites*, that may be accessed using Upstate Orthopedics' Web sites.

Upstate Orthopedics does not collect any *personal information* about a visit unless that information is provided voluntarily by sending an e-mail, responding to a survey, or completing an on-line transaction.

Information Collected Automatically When Visiting Upstate Orthopedics' Web Sites

Upstate Orthopedics is able to collect the following information:

- The Internet Protocol address of the computer that accessed Upstate Orthopedics' Web sites;
- The type of browser, its version and the operating system on which that browser is running;
- The Web page from which the *user* accessed the current Web page;
- The date and time of the *user's* request; and
- The pages that were visited and the amount of time spent at each page

None of the above-mentioned information is deemed to constitute *personal information* by the New York State Internet Privacy and Security Act. The information that is collected automatically is used to improve Upstate Orthopedics' Web site content and to understand how *users* are interacting

with Upstate Orthopedics' Web sites. This information is collected for statistical analysis and to determine what information is of most and least interest to Upstate Orthopedics' *users*. The information is not collected for commercial marketing purposes and Upstate Orthopedics is not authorized to sell or otherwise disclose information collected from Web sites for commercial marketing purposes.

Information Collected When E-mailing or Completing a Transaction

During a visit to Upstate Orthopedics' Web sites, there may be a need to send an e-mail to Upstate Orthopedics. The e-mail address and contents of a message will be collected. The information collected is not limited to text characters and may include audio, video, and graphic information formats included in the message. The e-mail address and the information included in a message may be used to respond to a request, to address issues identified, to improve Upstate Orthopedics' Web sites, or to forward a message to another department or State agency for appropriate action. An e-mail address is not collected for commercial purposes and Upstate Orthopedics is not authorized to sell or otherwise disclose e-mail addresses for commercial purposes.

During a visit to Upstate Orthopedics' Web sites a transaction may also be completed, such as a survey, registration, or order form. The information, including *personal information*, volunteered in completing a transaction is used to operate Institutional programs, which include the provision of goods, services, and information. The information collected may be disclosed by Upstate Orthopedics for those purposes that may be reasonably ascertained from the nature and terms of the transaction in which the information was submitted.

Upstate Orthopedics does not knowingly collect *personal information* from children or create profiles of children through Upstate Orthopedics' Web sites. *Users* are cautioned, however, that the collection of *personal information* submitted in an e-mail will be treated as though it was submitted by an adult, and may, unless exempted from access by Federal or State law, be subject to public access. Upstate Orthopedics strongly encourages parents and teachers to be involved in children's Internet activities and to provide guidance whenever children are asked to provide *personal information* on-line.

Information and Choice

As noted above, Upstate Orthopedics does not collect any *personal information* about you unless you provide that information voluntarily by sending an e-mail, responding to a survey, or completing an on-line form. You may choose not to send Upstate Orthopedics an e-mail, respond to a survey, or complete an on-line form. While your choice not to participate in these activities may limit your ability to receive specific services or products through this Web site, it will not normally have an impact on your ability to take advantage of other features of the Web site, including browsing or downloading information.

Disclosure of Information Collected Through This Web Site

The collection of information through Upstate Orthopedics' Web sites and the disclosure of that information are subject to the provisions of the New York State Internet Privacy and Security Act. Upstate Orthopedics will only collect *personal information* through Upstate Orthopedics' Web sites or disclose *personal information* collected through Upstate Orthopedics' Web sites if the *user* has consented to the collection or disclosure of such *personal information*. The voluntary disclosure of *personal information* to Upstate Orthopedics by the *user*, constitutes consent to the collection and disclosure of the information by Upstate Orthopedics for the purposes for which the *user* disclosed the information to Upstate Orthopedics.

However, Upstate Orthopedics may collect or disclose *personal information* without consent if the collection or disclosure is: (1) necessary to perform the statutory duties of Upstate Orthopedics, or necessary for Upstate Orthopedics to operate a program authorized by law, or authorized by state or federal statute or regulation; (2) made pursuant to a court order or by law; (3) for the purpose of validating the identity of the *user*; or (4) of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.

Further, the disclosure of information, including *personal information*, collected through Upstate Orthopedics' Web sites is subject to the provisions of the New York State Freedom of Information Law and the Personal Privacy Protection Law.

Upstate Orthopedics may disclose *personal information* to federal or state law enforcement authorities to enforce its rights against unauthorized access or attempted unauthorized access to Upstate Orthopedics' information technology assets.

Retention of Information Collected Through this Web Site

The information collected through Upstate Orthopedics' Web sites is retained by Upstate Orthopedics in accordance with the records retention and disposition requirements of the New York State Arts & Cultural Affairs Law. In general, the Internet services logs of Upstate Orthopedics, comprising electronic files or automated logs created to monitor access and use of services provided through Upstate Orthopedics' Web sites, are retained for 21 business days and then destroyed. Information concerning these records retention and disposition schedules may be obtained through the Internet privacy policy contact listed in this policy.

Access to and Correction of *Personal Information* Maintained by Upstate Orthopedics

Any *user* may submit a request to Upstate Orthopedics' Privacy Administrator to determine whether *personal information* pertaining to that *user* has been collected and maintained through Upstate Orthopedics' Web sites. Any such request shall be made in writing and must be accompanied by reasonable proof of identity of the *user*. Reasonable proof of identity may include verification of a signature, inclusion of an identifier requested or assigned by Upstate Orthopedics, or similar appropriate identification. The address of the Practice Manager is:

Practice Manager
Upstate Orthopedics
6620 Fly Road, Suite 200
East Syracuse, New York 13057

The Practice Manager shall, within five (5) business days of the receipt of a proper request, provide access to the *personal information*; deny access in writing, explaining the reasons therefore; or acknowledge the receipt of the request in writing, stating the approximate date when the request will be granted or denied, which date shall not be more than thirty (30) days from the date of the acknowledgment.

In the event that Upstate Orthopedics has collected and maintained *personal information* pertaining to a *user* through Upstate Orthopedics' Web sites, the information is to be provided to the *user* pursuant to the *user's* request. The Practice Manager shall inform the *user* of his or her right to request that the *personal information* be amended or corrected under the procedures set forth in section 95 of the Public Officers Law.

Confidentiality and Integrity of *Personal Information* Collected Through upstateorthopedics.com

Upstate Orthopedics is strongly committed to protecting *personal information* collected through Upstate Orthopedics' Web sites against unauthorized access, use, or disclosure. Consequently, Upstate Orthopedics limits employee access to *personal information* collected through Upstate Orthopedics' Web sites to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information follow appropriate procedures in connection with any disclosures of *personal information*.

In addition, Upstate Orthopedics has implemented procedures to safeguard the integrity of its information technology assets, including, but not limited to, authentication, authorization, monitoring, auditing, and encryption. These security procedures have been integrated into the design, implementation, and day-to-day operations of Upstate Orthopedics' Web sites as part of Upstate Orthopedics' continuing commitment to the security of electronic content as well as the electronic transmission of information.

For Web site security purposes and to maintain the availability of Upstate Orthopedics' Web sites for all *users*, Upstate Orthopedics employs software to monitor traffic to identify unauthorized attempts to upload or change information or otherwise damage Upstate Orthopedics' Web sites.

Cookies

Cookies are small pieces of information that are stored by the *user's* browser on the hard drive of a personal computer. The use of cookies is a standard practice among Internet Web sites. Most of Upstate Orthopedics' Web sites do not use cookies, however occasional "session cookies" may be used to enhance or customize a visit to Upstate Orthopedics' Web sites. Session cookies can be created automatically on the device used to access Upstate Orthopedics' Web sites, and do not contain *personal information* and do not compromise privacy or security. We may use the cookie feature to store a randomly generated identifying tag on the device used to access Upstate Orthopedics' Web sites. A session cookie is erased when a browser is closed.

Disclaimer

The information provided in this privacy policy should not be construed as giving business, legal, or other advice, or warranting as fail proof, the security of information provided through Upstate Orthopedics' Web sites.

Contact Information

For questions regarding this Internet privacy policy, please contact Upstate Orthopedics' Practice Manager via e-mail at kellejes@upstate.edu or by regular mail at:

Practice Manager
Upstate Orthopedics
6620 Fly Road, Suite 200
East Syracuse, New York 13057

Modifications to Upstate Orthopedics' Policy

Upstate Orthopedics will perform a review and revise this policy as necessary. *Users* will be notified about significant changes to this policy by a prominent notice placed on Upstate Orthopedics' Web site regarding the changes and how they affect your privacy.

Modifications to Upstate Orthopedics' Policy

Upstate Orthopedics does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex. If you believe that Upstate Orthopedics or its affiliates has failed to provide these services or discriminated in another way on the basis of race, color, religion, national origin, age, disability, sex or sexual orientation, you can file a grievance with the Upstate Orthopedics Practice Manager at:

Practice Manager
Upstate Orthopedics
6620 Fly Road, Suite 200
East Syracuse, New York 13057

You can file a grievance in person or by mail. If you need help filing a grievance, the Upstate Orthopedics Practice Manager is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at www.ocrportal.hhs.gov, or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue SW., Room 509F, HHH Building, Washington, DC 20201, 1-800-868-1019, 800-537-7697 (TDD). Complaint forms are available at www.hhs.gov.

Definitions

The following definitions apply to, and appear in italics, in this policy:

Personal information: For purposes of this policy, "*personal information*" means any information concerning a natural person which, because of name, number, symbol, mark, or other identifier, can be used to identify that natural person.

State agency Web Sites shall have the meaning set forth in subdivision 7 of section 202 of the New York State Technology Law

User shall have the meaning set forth in subdivision 8 of section 202 of the New York State Technology Law.

English

UPSTATE ORTHOPEDICS respects applicable federal civil rights laws and does not discriminate on the basis of race, skin color, national origin, age, sex or disability. PLEASE NOTE: If you speak French, linguistic assistance services are offered free of charge. Call (315) -464-8199

Español (Spanish)

Upstate Orthopedics cumple con las leyes federales de derechos civiles aplicables y no discrimina por motivos de raza, color, nacionalidad, edad, discapacidad o sexo. ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al (315)-464-8199.

Tiếng Việt (Vietnamese)

Upstate Orthopedics tuân thủ luật dân quyền hiện hành của Liên bang và không phân biệt đối xử dựa trên chủng tộc, màu da, nguồn gốc quốc gia, độ tuổi, khuyết tật, hoặc giới tính. CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số (315)-464-8199.

繁體中文 (Chinese)

UPSTATE ORTHOPEDICS 遵守適用的聯邦民權法律規定，不因種族、膚色、民族血統、年齡、殘障或性別而歧視任何人。

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電(315)-464-8199。

한국어 (Korean)

UPSTATE ORTHOPEDICS은(는) 관련 연방 공민권법을 준수하며 인종, 피부색, 출신 국가, 연령, 장애 또는 성별을 이유로 차별하지 않습니다.

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. (315)-464-8199 번으로 전화해 주십시오

Русский (Russian)

UPSTATE ORTHOPEDICS соблюдает применимое федеральное законодательство в области гражданских прав и не допускает дискриминации по признакам расы, цвета кожи, национальной принадлежности, возраста, инвалидности или пола.

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните (315)-464-8199.

العربية (Arabic)

بقوانين الحقوق المدنية الفدرالية المعمول بها ولا يميز على أساس [UPSTATE ORTHOPEDICS] يلتزم. العرق أو اللون أو الأصل الوطني أو السن أو الإعاقة أو الجنس. ملحوظة: إذا كنت تتحدث انكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم (رقم هاتف الصم والب). (315)-464-8199.

Kreyòl Ayisyen (French Creole)

UPSTATE ORTHOPEDICS konfòm ak lwa sou dwa sivil Federal ki aplikab yo e li pa fè diskriminasyon sou baz ras, koulè, peyi orijin, laj, enfimite oswa sèks.

ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele (315)-464-8199.

Français (French)

UPSTATE ORTHOPEDICS respecte les lois fédérales en vigueur relatives aux droits civiques et ne pratique aucune discrimination basée sur la race, la couleur de peau, l'origine nationale, l'âge, le sexe ou un handicap.

ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le (315)-464-8199

Polski (Polish)

UPSTATE ORTHOPEDICS postępuje zgodnie z obowiązującymi federalnymi prawami obywatelskimi i nie dopuszcza się dyskryminacji ze względu na rasę, kolor skóry, pochodzenie, wiek, niepełnosprawność bądź płeć.

UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer (315)-464-8199.

Italiano (Italian)

UPSTATE ORTHOPEDICS è conforme a tutte le leggi federali vigenti in materia di diritti civili e non pone in essere discriminazioni sulla base di razza, colore, origine nazionale, età, disabilità o sesso. ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero (315)-464-8199.

اُردُو (Urdu)

قابلِ اطلاق وفاقى شہری حقوق کے قوانین کی تعمیل کرتا ہے اور [UPSTATE ORTHOPEDICS] URDU یہ کہ نسل، رنگ، قومیت، عمر، معذوری یا جنس کی بنیاد پر امتیاز نہیں کرتا ہے: اگر آپ اردو بولتے ہیں، تو آپ کو زبان کی مدد کی خدمات مفت میں دستیاب ہیں۔ کال کریں (-1)315(464-8199)

אידיש (Yiddish)

קומט נאך פעדעראלע ציווילע רעכטן געזעצן און דיסקרימינירט נישט UPSTATE ORTHOPEDICS אויפן באזיס פון ראסע, קאליר, נאציאנאלע אפשטאם, דיסאביליטי, אדער געשלעכט אויפגעקומענע: אויב איר רעדט אידיש, זענען פארהאן פאר אייך שפראך הילף סערוויסעס פריי פון רופט. אפצאל (315)-464-8199.

λληνικά (Greek)

UPSTATE ORTHOPEDICS συμμορφώνεται με τους ισχύοντες ομοσπονδιακούς νόμους για τα ατομικά δικαιώματα και δεν προβαίνει σε διακρίσεις με βάση τη φυλή, το χρώμα, την εθνική καταγωγή, την ηλικία, την αναπηρία ή το φύλο. ΠΡΟΣΟΧΗ: Αν μιλάτε ελληνικά, στη διάθεσή σας βρίσκονται υπηρεσίες γλωσσικής υποστήριξης, οι οποίες παρέχονται δωρεάν. Καλέστε (315)-464-8199.

Srpsko-hrvatski (Serbo-Croatian)

UPSTATE ORTHOPEDICS pridržava se važećih saveznih zakona o građanskim pravima i ne pravi diskriminaciju po osnovu rase, boje kože, nacionalnog porijekla, godina starosti, invaliditeta ili pola. OBAVJEŠTENJE: Ako govorite srpsko-hrvatski, usluge jezičke pomoći dostupne su vam besplatno. Nazovite (315)-464-8199.