

# Terms of Use for Appalachian Forest Plant Inventory Citizen Science (AF-PICS) Services

Effective Date: February 17, 2016 (Version 1.0)

In addition to the topics covered in this document, users of AF-PICS agree to Virginia Tech Policy 700 'Acceptable Use of Information Systems at Virginia Tech' (<http://www.vt.edu/about/acceptable-use.html>). This is a statement of policy regarding the use and administration of Virginia Tech computer and communication facilities, including those dealing with voice, data, and video.

## Your Privacy Rights

This Privacy Policy describes your privacy rights regarding our collection, use, storage, sharing, and protection of your information submitted to the Appalachian Forest Plant Inventory Citizen Science (AF-PICS) program and managed by the Center for Geospatial Information Technology (CGIT) at Virginia Tech.

It applies to services via the PlantShoe citizen science competition in the AF-PICS program.

## Consent

You will need to explicitly accept this Privacy Policy at the time you sign up for the AF-PICS program and participate in the PlantShoe competition. Participation in data collection and submission for the PlantShoe competition constitutes implicit acceptance of these terms. This Privacy Policy is intended to govern the use of AF-PICS services by our users and will be accessible on the AF-PICS program page of the CGIT website and through the mobile app.

## Notification of Changes

We may make changes to this Privacy Policy from time to time to reflect changes in AF-PICS program and CGIT services. We will post any revisions to our website, along with a brief summary of changes and the date the policy became effective. We reserve the right to make these changes without notice. As a courtesy, if you have created an account with us we will attempt to notify you 30 days or more before the changes are put in place.

## Types of Information We Collect

We collect the following types of information in order to provide you with the best experience possible.

### Anonymous Usage Data

We use [Google Analytics](#) to collect anonymous usage data of our site and AF-PICS Services.

What information we collect:

- the time you spent on our site
- the time you spent on each page
- the order in which you visited pages
- the internal links you clicked
- your [IP address](#)
- your browser's [user agent](#) string
- your geographical location
- the browser you used
- your Operating System
- the screen size of your device
- whether or not you have Java and Flash installed on your device
- the site referring you to our site

To distinguish between page visits by different users, Google Analytics stores a cookie on your computer.

The cookie contains:

- a name identifying the cookie (by default, the name is "\_ga")
- the URL of our home site ([www.cgjt.vt.edu](http://www.cgjt.vt.edu))
- the date the cookie expires and is automatically removed (usually two years from your first visit)

Why we collect this information:

We use this information for usage statistics and in order to improve our site and services

Your choice:

You can *opt out* of the collection of usage data through Google Analytics on *any* website [here](#).

### Account Information

Some of our services allow you to create an account to effectively manage the information you contribute, as well as to gain access to information shared by other users.

What information we collect:

- your email address
- your name
- a user name of your choosing
- affiliations (as provided by you)
- the data you upload through our website

Why we collect this information:

We use your email address for identification and as a way to contact you, if necessary. Your user name allows for tracking your individual points in the competition and displayed through a leaderboard, without revealing your email address.

Your choice:

Creating an account is required for AF-PICS registration and site use, along with participation in the PlantShoe competition. You will have some control over choosing who can see your account information. A limited set of staff at CGIT will always be able to access this information for maintenance purposes. An account is required to gain access to certain information shared by other users.

## Service Specific Data

The value of our services increases with information contributed by our users. For that reason, we may ask you to contribute information through a web form. The information we collect is summarized below.

What information we collect:

- the type of plant present at the site
- the location of the site (latitude and longitude, or text description of the location)
- the physical characteristics of the site
- Optionally, photographs taken by the PlantShoe for PhotoSphere and 3D digitization of the content in the photographs
- Optionally, an audio recording of the PlantShoe providing additional observations and details of the site

Why we collect this information:

We collect this information to improve our understanding of site factors and habitat associated with forest farming and conservation of native forest plants.

Your choice:

Participation and contribution of data to the AF-PICS program is completely optional.

## How You Can Manage Your Information

After creating an account for AF-PICS, you will have the option of deleting information you have contributed. You can also delete your account at any time. Select CGIT staff will always be able to see any information you provide.

## How We Share Information with Third Parties

We will never share your personal or account information (including name, email address, or postal address) with a third party.

## How We Use Cookies and Similar Technologies

When you access our website or use Broadband Services, we place two small text files (called "Cookies") on your computer or other device. As mentioned above, we use one of the cookies to collect usage statistics through Google Analytics. We use the second cookie for authentication purposes, should you sign up for an account, and does not contain any personally identifiable information.

You are free to decline our Cookies if your browser or browser add-on permits it. Declining our Cookies may interfere with your use of our website and the AF-PICS program which requires an account by preventing you from being able to log in.

We do not use any other tracking technologies like social media tracking/sharing buttons, flash cookies, pixel tags, or e-tags. However, we do use resources provided by other entities, who may use these technologies.

**Do Not Track:** Do Not Track (DNT) is an optional browser setting that allows you to express your preferences regarding tracking by advertisers and other third-parties. We do not currently respond to DNT signals.

## How We Protect and Store Information

The protection of your privacy is our top priority. We always strive to meet or exceed industry standards in terms of technical, administrative, and physical safeguards to reduce the risks of loss, misuse, unauthorized access, disclosure and alteration. Some of the safeguards we use are firewalls and data encryption, physical access controls to our servers, and information access authorization controls.

Whenever you submit data through the AF-PICS program, we will encrypt any information exchanged between you and our servers through HTTPS.

If you create an account, we will encrypt the password you choose. We will not access your information, except in the case of maintenance or the above stated purposes. We do not have access to your password, which is stored in an encrypted format. In the unlikely case of a

security breach, we will immediately inform you about the extent of the breach, the information accessed, as well as any measures taken to resolve the situation. Should you notice any suspicious activity on your account, please notify us immediately.

## How You Can Contact Us about Privacy Questions

Should you have any questions, concerns, or other feedback you want to share with us concerning this Privacy Policy, you can contact us at [cgitsupport@vt.edu](mailto:cgitsupport@vt.edu)