**Terms of Service - Usual Components**

The following identifies common components of web Terms of Service and/or privacy Policies. Your organization will need to determine how it operates in each category, and provide that information to users. Where necessary, examples are provided under each category

These are common questions you should answer.

**What Information does the site collect?**

This section should address What personally identifiable information is collected and what it is used for.

FOR EXAMPLE: if you decide to receive an email newsletter or and updates, we will ask you to provide us with your email address. In addition, if you leave a comment on our Site’s Blog, we may collect contact information, such as your name and email address. Because participation in these activities is completely voluntary, you have a choice whether or not to disclose this information

This section should also address the other types of information that are collected.

FOR EXAMPLE:

Some websites collect non-personally identifiable information - this can include the domain name of the site providing you with Internet access, the Internet protocol (IP) address used to connect your computer to the Internet, which is usually associated with the place from which you enter the Internet, like your Internet Service Provider, your company or your university. Some sites also collect your browser type and version, the operating system your computer is running, and other site visit data such as the pages you view, and/or the information you search for.

FOR EXAMPLE: Tell the user where this information is stored.

**How is Your Information Used?**

This section should address: What does your organization do with the Personally Identifiable Information it collects? Will you sell, rent, or share this personally identifiable information with anyone? Will you use the personally identifiable information collected to send users breaking news or updates?.

Is the Non-personally Identifiable Information used for site functionality, aggregate audience analysis or server performance assessment?

What information do you disclose to government agencies as required by law? or in the case of fraud?

Information Posted to Public Forums: This Site allows users to leave comments on the Site’s Blog. Please remember that any information that is disclosed through this function becomes public information and you should exercise caution when deciding to disclose your personal information.

W**hat about cookies and web beacons?**

This section should explain how your site uses technologies that are designed to collect information from web users, specifically cookies and web beacons (often used in analytics programs and to measure email campaign effectiveness) It should explain when and how you use them, if a user can turn them off on their end, and what happens if they do.

Some of the information collected using web beacons is personally identifiable. You should address your use of these.

**What Information is Collected from Children?**

**What information is copyrighted, trademarked, or protected by other licenses?**

**How Do You Protect Personally Identifiable Information Collected on this Site?**

**How Can a user Opt in or Opt Out of Email Communications From You?**

**What Websites Does This Policy Cover?**

**What Happens to Your Information if There is a Corporate Change of Control?**

**How will you let users know about Changes to This Privacy Policy?**

**How Can the user Ask Questions or Raise Concerns?**

**What Disclaimers or limits of liability is your organization claiming?**

**Under what jurisdiction of law is the site governed?**