

ASRS Website Privacy Policy

Thank you for visiting the Arizona State Retirement System (ASRS) website and reviewing this Website Privacy Policy statement. The ASRS website provides general information for the public and offers a variety of online services to registered members that represent a sub-set of all services provided by the ASRS. Our goal is to provide members with a more convenient and efficient means in which to interact with the ASRS. This statement is included to inform you solely about the information that could be collected online as a result of visiting the website itself. Your rights to privacy are of utmost importance to the State of Arizona and the ASRS in building trust and confidence when conducting business through the Internet.

Online Customer Service and Alternatives

The ASRS website offers many of the services online that you might otherwise transact in person. If at any time you choose not to proceed with a transaction offered through the ASRS website, your choice will in no way affect your ability to receive benefits or services. If you prefer to apply for benefits or services in person, you may do so at either ASRS office in Phoenix or Tucson.

Collection and Use of Information

This privacy statement will be updated as necessary to reflect changes made in the collection of the information described in this section.

Web Browser Cookies

The ASRS website uses "cookies" to retain information during your visit. Cookies created by the ASRS website are set to expire at the close of the browsing session. All ASRS website cookies should be deleted when your browser exits.

The information retained in the cookie includes:

- A session identifier valid for the period of time you're visiting the ASRS website.
- Visual theme or preference selection information used to apply selected styles to the site content.

The ASRS uses this information to provide greater ease of use for you and our developers. Information retained in "cookies" never identifies you as an individual and is not shared, sold or otherwise disseminated by the ASRS. "Cookies" are retained for varying periods or time depending on use.

Server Log Files

The web server that hosts the ASRS website and the firewalls that protect it from intrusion gather information about website visits automatically in standard log files. The information collected never identifies you personally and consists of only the following items:

- The IP address (an IP address is a number that is automatically assigned to your computer whenever it is connected to a network) from which you access the website.
- The date and time of your access.

- The address of (or path to) the information requested. This is essentially the information in the address bar visible on your web browser.
- The type of request made (GET, POST, PUT, DELETE).
- Whether the request was successful.
- The number of bytes returned to your browser in response to the request.

The ASRS uses this information to gather statistics about the amount and type of use the site receives. The ASRS does not automatically record information about you as an individual. This information is not shared, sold or otherwise disseminated by the ASRS.

Application Log Files

The application servers that provide functionality beyond basic public content also record information in standard log files. The information recorded generally includes status information about the steps taken to process your request and details about exceptions that may have occurred. This information is only used to identify and solve problems. It is regularly reviewed to ensure it does not contain information that could be used to identify you. This information is not shared, sold or otherwise disseminated by the ASRS.

Information You Provide

Information collected from an application submitted online will be treated in the same manner as the information collected from an application submitted on hard copy to the ASRS. The information you disclose to the ASRS will generally become a matter of public record pursuant to Arizona Revised Statutes § 39-121, et seq., which means that the agency may be required to divulge certain information in response to a public records request or in response to a warrant, subpoena or other court order.

The ASRS website may require you to enter the following personal information in order to gain access to the secure member online services it provides:

- Last Name
- Social Security Number (SSN)
- Date of Birth
- Name of ASRS Enrolled Employer
- Email Address

For other types of participants, the following additional information is required to gain access:

- Affiliated Member SSN
- Affiliated Member First Name
- Affiliated Member Last Name

Disclosure of your Social Security number to the ASRS is mandated by Section 6109 of the Internal Revenue Code. The ASRS uses Social Security numbers only to obtain information about your ASRS account and to inform the Internal Revenue Service of ASRS account distributions and withholdings.

Please be assured that your personal information will be held in strictest confidence while the ASRS processes your online transaction and will not be shared, sold or otherwise disseminated to any outside person or entity, except as required or authorized by law.

If you have further questions regarding how the ASRS will use the information you submit online, please contact the ASRS directly. (See contact information at the end of this policy.)

Access/Accuracy

To the extent that you have provided personal information, the ASRS needs to maintain accurate information about you and the benefits/services that you may be applying for and/or personal inquiries.

The ASRS provides a means of contact on its website either by email or phone should you need to update or correct such personal information. The ASRS will make reasonable and prudent efforts to incorporate your changes as soon as possible.

Third Party Disclosure

The ASRS does not share, sell or otherwise disseminate personal information. However, third party organizations contracted with the ASRS may provide certain services available on behalf of the ASRS. Personal information collected through the web or provided on hard copy to the ASRS may be provided to third party service providers to help the ASRS deliver benefits and services. The ASRS will take prudent steps to ensure that third-party organizations are obligated to secure and protect personal information on the State's behalf. Examples of the third party organizations are a Long Term Disability or health insurance vendor, the ASRS contracted actuary, the ASRS custodial bank that prepares ASRS pension payments, etc.

Information Collected from Children

By statute, all State agencies must comply with the Children's Online Privacy Policy Protection Act of 1998 (COPPA), requiring parental consent before collecting any personal information from any individual under the age of 13. The text of COPPA is available at www.ftc.gov/ogc/coppa1.htm.

Systems and Network Security

The ASRS, as developer and manager of this website, has taken several steps to safeguard the integrity of its computer systems and networks. These steps include, but are not limited to, individual authentication, the security of transmitted data, security monitoring and auditing. Security methods and measures have been integrated into the design, implementation and day-to-day practices of the ASRS website.

Other External Links Disclaimer

The ASRS website contains links to various other websites operated by government agencies, nonprofit organizations and private businesses. When you link to another site, you are no longer on the ASRS website and this Privacy Policy does not apply to other sites. When you link to another website, you are subject to the privacy policy of that new site. Links to websites outside of State government are offered solely for your convenience. The ASRS is not responsible for and has no control over the policies or content of any third-party sites.

Neither the ASRS, the State of Arizona, nor any agency, officer, employee, or contractor of the State of Arizona warrants the accuracy, reliability, or timeliness of any information published by this system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such information may be inaccurate or outdated.

Any person or entity that relies on any information obtained from this system does so at his or her own risk.

Notifications to the Public

In the event of a security breach of personal information and after relevant law enforcement agencies have determined that notifications to the public will not impede a criminal investigation or threaten state and/or national security, the ASRS will notify its clients/recipients in the most expeditious manner possible (i.e., first class mail and/or email) that is in compliance with federal and state laws.

Privacy Policy Statement Is Subject To Change

This policy may be updated or revised from time to time, so please check back with the ASRS periodically in order to receive advance notice of any substantive changes to the manner in which the information you disclose on this website may be collected, used or disseminated.