Communicating and sharing information is easier today than ever, thanks to the Internet. Through the Innovations in American Government Awards Program (the Innovations Program) and the Government Innovators Network (www.innovations.harvard.edu), the Ash Center for Democratic Government and Innovation (the Ash Center, “us”, “we”) at Harvard Kennedy School is helping to create a community of government innovators and to facilitate the exchange of professional knowledge and information across all areas of government. With the greater ease of interaction that the Internet provides, understanding privacy rights is of the utmost importance.

This statement discloses the privacy practices of the Innovations in American Government Awards Program online application site (“the Site,” www.innovationsaward.harvard.edu) at the Ash Center for Democratic Governance and Innovation at Harvard Kennedy School. By accessing this site, creating a user account, and/or submitting an application for consideration, the user (“you”) acknowledges to have read and agreed to the following Terms of Use and Privacy Policy.

Because this Web site wants to demonstrate its commitment to your privacy, it is taking steps to comply with accepted privacy standards. This document describes:

1. Information that we collect that could help locate or personally identify you or a third party
2. The organization collecting the information
3. How the information collected is used
4. With whom the information may be shared
5. How you may remove your information or opt out of certain services
6. The kind of security procedures that are in place to protect against loss, misuse, or alteration of information under Ash Center control
7. How you can correct any inaccuracies in the information

Terms of Use and Privacy Topics

- Registration
- Information Collection and Use
- Site Management
- Cookies
- Log Files
- Sharing
- Links
- Newsletter
- Nominations
- Discussion Forums
- User Feedback and Surveys
- Security
- Special Offers and Updates
- Site and Service Update
- Correction/Updating Personal Information
- Choice/Opt-out
- Indemnification
- Notification of Changes
Registration

In order to use certain features of this Web site, you must first create a new user account. During registration you are required to create a user name and password, and to provide personalized contact information (such as a name and e-mail address). This information may be used to contact a user for updates and services.

The Ash Center will not disclose user name and password information to anyone except the primary contact who created the application and can provide verification information.

Because of the public nature of our program, you should exercise caution when deciding to disclose any personal or confidential information. We encourage users to provide official address, telephone, and e-mail information, and to avoid using home or personal e-mail addresses.

You agree that any information you submit to us through the Site may be used for evaluation and promotional purposes. By creating a user account and submitting application materials, you also acknowledge that you have the authority to submit such information on behalf of the particular program or initiative.

Your creation of a user account constitutes consent to this use.

Information Collection and Use

The Ash Center for Democratic Governance and Innovation is currently the sole owner of the information collected on this site. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. We do reserve the right to release information you have submitted where such release is required by law.

In order to be considered as a candidate for the Innovations in American Government Awards competition, or to have your program considered for inclusion in our open collection of Bright Ideas, we require the submission of primary contact information such as your name, address, phone number, fax, e-mail address, and Web site. In addition, the online application requires the completion of three essay questions describing the applying program or initiative.

The information you submit is used to evaluate your program or initiative for inclusion in the Bright Ideas open collection, and for advancement in the Innovations in American Government Award competition.

Bright Ideas is a new initiative of the Innovations in American Government Awards, which is designed to inform public officials about creative and promising practices in United States government. It also provides a public forum within which these practices may be discussed.

Should a program be selected for inclusion in the Bright Ideas database, primary contact information and any or all of the information included in the essays may be edited and/or posted for public view on any or all of the Ash Center’s Web sites and may be used for marketing activities of the Ash Center and the Innovations Program.

Your submission of an application constitutes consent to this use.
Innovations in American Government Awards Management

The collection of data on www.innovationsaward.harvard.edu, including personal information, is managed by the Ash Center for Democratic Governance and Innovation at Harvard Kennedy School.

To learn more about the Ash Center, please visit www.ash.harvard.edu.

Cookies

A cookie is a piece of data stored on the user’s hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Once the user closes their browser, the cookie simply terminates. For instance, by setting a cookie on our site, the user would not have to log in a password more than once, thereby saving time while on our site. If a user rejects the cookie, they may still use our site. The only drawback to this is that the user will be limited in some areas of our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site.

Log Files

We use internet protocol addresses to analyze trends, administer the Site, track users’ movements, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Sharing

We will share aggregated demographic information with our partners. This is not linked to any personal information that can identify any individual person.

We may work with other organizations to provide specific services. When the user signs up for these specific services, we will share names or other contact information that is necessary for the third party to provide these services. These organizations, however, are not allowed to use personally identifiable information except for the purpose of providing these services.
Links

This Web site may contain links to other Web sites. Please be aware that the Ash Center and the Innovations in American Government Awards Program do not review and are not responsible for the privacy practices of such other sites, except those operated by the Ash Center. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every Web site that collects personally identifiable information. This Terms of Use and Privacy Statement apply solely to information collected by this Web site.

Newsletter

If a user wishes to subscribe to our newsletters or email updates, we ask for contact information, such as name and e-mail address. A user may opt out of receiving such updates by following the instructions included on the newsletter or update, or by emailing innovations@harvard.edu.

Nominations

The Innovations Program accepts nominations for potential applicants to the Innovations in American Government competition. To notify nominees, we collect a name and e-mail address for both the nominee and nominator. This information is retained only for notification and tracking purposes and is separate from the Innovations Program user database.

Discussion Forums

The new Bright Ideas Initiative may in the future include a public forum component where ideas may be shared, debated, and otherwise discussed.

You acknowledge that by providing application materials to the Site, the Ash Center and Innovations Program may encourage an active discussion concerning the subject matter of your program or initiative.

The Ash Center will not and cannot review all communications and materials posted to or created by users accessing the Site and is not in any manner responsible for the content of these communications and materials. The Ash Center is not undertaking any obligation or liability relating to any contents or activities on the Site. However, the Ash Center reserves the right to block or remove communications or materials that it determines to be (a) abusive, defamatory, or obscene; (b) fraudulent, deceptive, or misleading; (c) in violation of a copyright, trademark or other intellectual property right of another; or (d) violates any law or regulation; or (e) offensive or otherwise unacceptable to the Ash Center at its sole discretion.
User Feedback and Surveys

Occasionally the Innovations Program requests information from users via surveys. Participation in these surveys is completely voluntary. Information requested may include contact information (such as name and address), and demographic information (such as zip code and age level). Contact information will be used to notify survey participants. Survey information will be used for purposes of monitoring or improving the users’ satisfaction with the application site and the Innovations Award application process.

Security

This Web site takes commercially reasonable precautions, consistent with prevailing industry standards, to protect our users’ information. When users submit sensitive information via the Web site, your information is protected, to the best of our ability, both online and off-line.

We do everything in our power to protect user information off-line. All of our users’ information is restricted in our offices. Only employees who need the information to perform a specific job (for example, the Site manager) are granted access to personally identifiable information. ALL employees are kept up-to-date on our security and privacy practices. Every quarter, as well as any time new policies are added, our employees are notified and/or reminded of the importance we place on privacy, and what they can do to ensure our users’ information is protected. Finally, the servers that we store personally identifiable information on are kept in a secure environment.

If you have any questions about the security at our Web site, you can send an e-mail to innovations@harvard.edu.

Supplemental of Information

In order for this Web site to properly fulfill our obligation to users, we may obtain supplemental information from third parties.

For this Web site to enhance its ability to tailor the Site to an individual user’s preference, we may combine information about the habits of users with similar information from our partners to create a personalized user profile.
Special Offers and Updates

We send all new users a welcome e-mail to confirm a new account. Registered users will occasionally receive updates on the Innovations in American Government Awards process, information on events, special services, and newsletters.

The Ash Center will not sell contact information to a third party for the purposes of sales and marketing. We may, however, share contact information with other organizations with or outside of Harvard for the dissemination of appropriate, non-commercial information (executive education opportunities, and additional award opportunities).

Out of respect for the privacy of our users, we present the option to be removed from such lists. Please see our choice and opt out information below.

Site and Service Updates

We also send the user site and service announcement updates. Registered users are not able to unsubscribe from service announcements, which contain important information about the service. We communicate with the user to provide requested services and in regard to issues relating to their account via e-mail or phone. Request for removal from such updates will result in the deletion of a user account from the Innovations in American Government application database. Please see our choice and opt out information below.

Correction/Updating Personal Information

If a user’s personally identifiable information changes, or if a user no longer desires our service, we will provide means to correct, update, or remove that user’s personal data provided to us.

The My Summary section of the Site allows you to access and edit your registration profile at any time. To delete a profile permanently, please e-mail innovations@harvard.edu.
Choice/Opt-out

Our users are given the opportunity to opt-out of having their information used for purposes not directly related to the Innovations in American Government Awards Program.

Users who no longer wish to receive our newsletter or promotional materials from our partners may opt-out of receiving these communications by e-mailing us at innovations@harvard.edu. Please include “OPT-OUT” in the subject line.

Users who no longer wish to have their user account or application included within our database can also contact us at innovations@harvard.edu. Please include “DATABASE REMOVAL” in the subject line. Such a request will result in permanent removal from the Innovations in American Government Awards process and competition.

Indemnification

You agree to indemnify, defend, and hold harmless the Innovations in American Government Awards Program, the Ash Center for Democratic Governance and Innovation, Harvard Kennedy School, Harvard University, its officers, directors, employees, agents, and partners from and against all losses, expenses, damages and costs, including reasonable attorneys’ fees, resulting from any violation of these terms and conditions or any activity related to your Internet account (including negligent or wrongful conduct), by you or any other person accessing the Site using your user account.

Notification of Changes

If we decide to change our Privacy Policy, we will post those changes to our Web site so our users are always aware of what information we collect, how we use it, and under what circumstances we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an e-mail. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the Privacy Policy under which the information was collected.

If you feel that this company is not abiding by its posted Privacy Policy or if you have any questions regarding privacy not covered in this policy, please contact us at (800) 722-0074 or innovations@harvard.edu.