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FM COMDT COGARD WASHINGTON DC//G-SII//

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COMDTNOTE 5211

SUBJ: USE OF "COOKIES" ON CG INTERNET WEB SITES

- A. OFFICE OF MANAGEMENT AND BUDGET (OMB) MEMO TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES, SUBJ: PRIVACY POLICIES AND DATA COLLECTION ON FEDERAL WEB SITES OF 22 JUN 00
- B. DOT DIRECTIVE DOT H.1350.2; INTERNET POLICY OF 17 JUL 00
- C. POLICY ON COAST GUARD USE OF INTERNET/WORLDWIDE WEB, COMDTINST 5230.56
- D. COMDT COGARD WASHINGTON DC 221650Z DEC 99 ALCOAST 229/99
- E. INTRANET (CGWEB) POLICY, COMDTINST 5230.57

1. IAW REFS (A), AND (B), EACH FEDERAL AGENCY MUST POST CLEAR PRIVACY POLICIES AT PRINCIPAL WEB SITES; MAJOR ENTRY POINTS TO WEB SITES; AND WEB SITES WHERE THE AGENCY OR CONTRACTORS OPERATING ON BEHALF OF THE AGENCY COLLECT SUBSTANTIAL PERSONAL INFORMATION FROM THE PUBLIC. AGENCY CONTRACTORS MUST ALSO COMPLY WITH THIS POLICY WHEN OPERATING WEB SITES ON BEHALF OF AGENCIES. FURTHER, "COOKIES" OR OTHER TECHNOLOGY TO TRACK THE ACTIVITIES OF USERS OVER TIME AND ACROSS DIFFERENT WEB SITES SHALL NOT BE USED EXCEPT AS DESCRIBED BELOW.

THERE ARE TWO CATEGORIES OF COOKIES:

A. "PERSISTENT COOKIES" INCLUDE ANY TECHNOLOGY WHICH COLLECTS USER-IDENTIFYING INFORMATION SUCH AS EXTENSIVE LISTS OF PREVIOUSLY VISITED SITES, E-MAIL ADDRESSEES, OR OTHER INFORMATION TO IDENTIFY OR BUILD PROFILES ON INDIVIDUAL VISITORS TO CG PUBLICLY ACCESSIBLE WEB SITES. PERSISTENT COOKIES ARE AUTHORIZED ONLY IF: (1) THERE IS A COMPELLING NEED TO COLLECT SUCH INFORMATION; (2) APPROPRIATE PUBLICIZED TECHNICAL PROCEDURES ARE ESTABLISHED TO SAFEGUARD THE INFORMATION; AND, (3) THE COLLECTION HAS BEEN PERSONALLY APPROVED BY SECRETARY OF DOT. THESE POLICIES ARE CONSISTENT WITH CG POLICIES IN REFERENCES (C) AND (D) RELATIVE TO UNAUTHORIZED USE OF THE WEB.

B. "SESSION COOKIES" DESCRIBE PLACE-KEEPERS TECHNOLOGY USED TO RETAIN CONTENT DURING AN INDIVIDUAL USER SESSION, AND ARE AUTHORIZED ONLY IF USERS ARE ADVISED OF WHAT INFORMATION IS COLLECTED OR STORED, WHY IT IS BEING DONE, AND HOW IT IS TO BE USED. SESSION COOKIES ARE DISCARDED UPON COMPLETION OF A SESSION OR EXPIRE BASED ON A SHORT TIME FRAME AND ARE NOT USED TO TRACK PERSONAL INFORMATION.

2. FURTHER, ALL AGENCIES' WEB SITES AS WELL AS CONTRACTORS' WEB SITES OPERATED ON BEHALF OF AGENCIES, COMPLY WITH STANDARDS SET FORTH IN THE CHILDREN'S ONLINE PRIVACY PROTECTION ACT OF 1998 WITH RESPECT TO COLLECTING PERSONAL INFORMATION ONLINE AT WEB SITES DIRECTED TO CHILDREN.

3. AREA AND DISTRICT COMMANDERS, COMMANDERS MAINTENANCE AND LOGISTICS COMMANDS, COMMANDING OFFICERS OF HEADQUARTERS UNITS, ASSISTANT COMMANDANTS THE CHIEF COUNSEL AND CHIEFS OF SPECIAL STAFF OFFICES AT HEADQUARTERS SHALL ENSURE ALL WEBMASTERS AND PRIMARY CONTENT APPROVAL AUTHORITIES (PCAOs) COMPLY WITH THE ABOVE REFERENCED POLICIES AND:

A. REVIEW THEIR USE OF "COOKIES" ON WEB SITES FOR COMPLIANCE WITH THE REFERENCES A AND B; AND,

B. PROVIDE WRITTEN CONFIRMATION TO THE PRIVACY ACT OFFICER, CWO MORTEN, AT HMORTEN@COMDT.USCG.MIL, INDICATING THE REVIEW HAS BEEN CONDUCTED AND NECESSARY CORRECTIVE ACTION HAS BEEN TAKEN. RESPONSES ARE DUE NLT 09 OCT.

4. USE OF COOKIES IS NOT RESTRICTED ON USCG INTRANET (INTERNAL NETWORK) WEBSITES AND NEED NOT BE INCLUDED IN YOUR REVIEW. SUCH WEBSITES ARE SUBJECT TO SECURITY MONITORING PER REF (E).

CONSEQUENTLY, USERS SHOULD NOT HAVE AN EXPECTATION OF PRIVACY.

5. INTERNET RELEASE AUTHORIZED.

6. RADM VIVIEN CREA, DIRECTOR OF INFORMATION AND TECHNOLOGY, SENDS.

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