

## **4. Information and Technology Services Privacy Policy**

### **Our Commitment to Privacy**

The Aquinas College Information Technology & Services (ITS) Privacy Policy was developed as an extension of our commitment to combine the highest-quality products and services with the highest level of integrity in dealing with the Aquinas College community and its guests. The Policy is designed to assist you in understanding how ITS collects, uses and safeguards the personal information you provide to us and to assist you in making informed decisions when using our site and our products and services. This statement will be continuously assessed against new technologies, business practices and our customers' needs.

Online services administered by ITS, i.e., ELM and ACORN, follow both the Aquinas College Privacy Statement and the ITS Privacy Policy.

ITS websites may contain links to external websites and through the existence of these links does not endorse or take any responsibility for their privacy practices or policies.

### **Information Collected By Aquinas College**

#### **Form Information**

ITS does not obtain personal information about you when you visit the ITS websites or through other online services, unless you provide us with that information voluntarily. However, we do collect aggregate information.

#### **System-Generated Information**

In addition to information actively provided by individuals using Aquinas College ITS websites and other services, ITS may record information such as, but not limited to, the following types of information each time these access points are used:

- Internet address of the computer being used
- Web pages requested
- On-line Network software access
- Referring web page
- Browser used
- Date, time and duration of activity
- Passwords and accounts accessed
- Volume of data storage and transfers
- Partial email header information (including: to, from, date, and time)
- Individual login information (server and connection access, including: username, time, date, and activity)

Information is collected for analysis and statistical purposes, and is used to help diagnose problems with the server and to carry out other administrative tasks. This information is not used in any way that would reveal personal information to external constituencies except as described above.

#### **Monitoring**

Although ITS system administrators do not actively monitor personal system activities, in cases of suspected violations of Aquinas College policies, especially unauthorized access to computing

systems, the system administrator concerned may take such measures as are necessary. Please be aware that any information placed or stored in a College owned or provided computer or accessed by a device on the Aquinas College network, is subject to review by the College where the College has a legitimate just cause. System administrators follow the guidelines set forth in the current Acceptable Use Policy (AUP).

### **Cookies**

Cookies are short pieces of information used by web browsers to remember information provided by the user. Cookies can remember what information a user accesses on one web page to simplify subsequent interactions with that web site by the same user or to use the information to streamline the user's transactions on related web pages. Some web-based services require cookies for access. Any information that Aquinas College may store in cookies is used exclusively for internal purposes only.

### **Disclosure of Information**

ITS does not sell or distribute confidential information it collects online to individuals or entities not affiliated with the College, except in the very limited circumstances described below.

We may disclose information when legally compelled to do so, in other words, when we, in good faith, believe that the law requires it.

### **Contractors**

From time to time, individuals or companies under contract with the College may have access to information in the course of the service they provide to the College, but those entities are not permitted to use or re-disclose that information for unauthorized purposes. Whenever possible, ITS will minimize the disclosure of personal information.

### **Security**

ITS is committed to securing and encrypting confidential transactions where appropriate and possible. Information entered to complete a transaction will not be used by ITS for any other purpose unless the purpose is described on the site.