



Policy Name:	Privacy Statement		
Associated Form(s):	N/A	Policy Number:	2017-10
Reviewed:	Non-Academic Policy Review Advisory Council	Approved:	November 16, 2017
Approval Authority:	President <i>Tim Hall</i>	Adopted:	<i>11/22/17</i>
Responsible Executive(s):	Vice President for Operations and Facilities	Revised:	Privacy Policy
Responsible Office(s):	Information Technology (IT)	Contact(s):	Web Content Specialist

Policy Statement

The following policy applies to users of mercy.edu and is intended to explain what types of information is gathered from users and how that information is used. Mercy students and employees should also refer to the *Policy on Acceptable Use of Computer and Network Resources*, which outlines Mercy's internal policy for the use and protection of Mercy computer resources.

Mercy College is committed to respecting your privacy. As an unregistered user, you can visit most of mercy.edu without revealing any personal information. However, in order to personalize your view of our site and gain access to certain information systems, you must register and provide some personal information. We do not collect any personal information about you unless you provide that information voluntarily. Any personal information you choose to provide us will only be used by Mercy to conduct official Mercy business. Mercy does not sell, rent, loan, trade or lease personal information collected on this site.

For purposes of this policy, "personal information" means any information concerning a natural person which, because of name, number, symbol, mark or other identifier, can be used to identify that natural person.

To protect your privacy and prevent unauthorized use, please keep your IDs and passwords in a secure place. Also, whenever you use Mercy systems from a public workstation, be sure to logout of the systems and close all web browser windows before you leave the public workstation.

When Personal Information Is Collected and How Mercy College Uses Your Personal Information?

Mercy College collects personal information to make our site(s) and service(s) more relevant and rewarding for you to use.

For each visitor to our Web pages, our Web server automatically recognizes your domain, service provider, operating system, and internet browser. Our Web server additionally records usage of pages by our visitors. We use this information, in aggregate, for our research reports and performance surveys. We sometimes use this non-personally identifiable information that we collect to improve the design and content of our site and to enable us to personalize your Internet experience.

Some of Mercy's site(s) and service(s) collect personally identifiable information to further personalize your experience within a site. Some site(s) and service(s) require that you provide personally identifiable information in order to participate in the activities and offerings within.

We may use the information you provide about yourself to fulfill your requests for our products, programs, and services, to respond to your inquiries about our offerings, and to offer you other products, programs or services that we believe may be of interest to you. We sometimes use this information to communicate with you, such as to notify you when we make changes to our services, to fulfill a request by you, or to contact you about your account with us. Most of our communications provide an "opt-out" feature.

We may also use your information to update internal systems. This allows for seamless delivery of services and resources to you across the College.

The Mercy College Web Site(s) and Service(s) may contain e-mail services, bulletin board services, chat areas, news groups, forums, communities, personal Web pages, calendars, photo displays and/or other message or communication facilities designed to enable you to communicate with others (collectively, "Communication Services"). The information we collect in connection with these Communication Services is used to provide an interactive experience. We use this information to facilitate participation in these Communication Services. Within many of these Communication Services, Mercy College provides you multiple privacy options that allow you to restrict the use and viewability of your information to others.

Cookies

To enhance and personalize your experience, some of our web pages use "cookies." Cookies are text files that your Web browser places on your computer's hard drive to store your preferences. When using cookies, we do not store personally identifiable information within the cookie.

Collection of Information by Third-Party Sites

Some of our site(s) and service(s) contain links to other sites whose information practices may be different than ours. Visitors should consult the other sites' privacy policies as we have no control over information that is submitted to, or collected by, these third parties.

Will Mercy College Disclose My Personal Information to Parties Outside the College?

Mercy College does not sell, rent, give away, or loan any identifiable information regarding its members to any third party other than agents and contractors of Mercy College.

Agents and contractors of Mercy College who have access to personally identifiable information are required to protect this information in a manner that is consistent with this privacy policy by, for example, not using the information for any purpose other than to carry out the services they are performing for Mercy College.

Mercy College may release personal information when we believe, in good faith, that such release is reasonably necessary to (i.) comply with law, (ii.) enforce or apply the terms of any of our user agreements, or (iii.) protect the rights, property, or safety of Mercy College, our users, or others.

How Does Mercy College Protect Your Information?

We have put in place appropriate physical, electronic, and managerial procedures to safeguard and help prevent unauthorized access, maintain data security, and correctly use the information we collect online. We secure information transmission, storage, and retrieval.

On our secure server(s), we use industry-standard Secure Sockets Layer ("SSL") technology to guarantee the confidentiality of online transactions made on our site. SSL authentication and encryption of the information that you send to us over the Internet helps protect your online transaction information from third party interception.

We never display your sensitive information such as your full Social Security Number or credit card number once it has been entered. We will only reveal the last four digits of your credit card for verification purposes.

We urge you to protect your own privacy. We recommend that you do not share any account information or passwords used to access our site(s) or service(s). We would never request from your password from you.

Although we take appropriate measures to safeguard against unauthorized disclosures of information, we cannot assure you that personally identifiable information that we collect will never be disclosed in a manner that is inconsistent with this privacy policy.

Unfortunately, despite all of our efforts, there is always a risk that third parties may unlawfully intercept transmissions. This reality is true of all Internet use. As a result, we cannot ensure the security of any information you transmit, and you transmit all information at your own risk.

How You Can Access or Correct Your Information?

Many of the on-line site(s) and service(s) we provide allow you to manage your personal information. Should you need further assistance, please contact us using the contact information provided below.

To protect your privacy and security, we will take reasonable steps to help verify your identity before granting access or making corrections.

How Does Mercy College Protect The Privacy Of Children Younger Than 13 Years?

Mercy College is concerned about the privacy of young children and does not knowingly collect any personal information from children under 13 years. We suggest that you become involved with your child's access to the Internet and to our site to ensure that his or her privacy is well protected.

Your Consent

By using our Web site, you consent to the collection and use of your information by Mercy College.

If we decide to change our privacy policy, we will post those changes on this page so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it.

If you have any questions about this privacy policy, or the content or practices of our website, you can contact Mercy College Office of Information Technology, helpdesk@mercy.edu.