

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

### **Our Commitment to Privacy**

The Aquinas College Information Technology & Services (ITS) Privacy Policy was developed as

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.