Internet Privacy Policy

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General Description

Purpose:

Trinity University has adopted this Internet Privacy Statement in order to inform users of University policies with respect to information collected on Trinity University websites.

Scope:

The Internet Privacy Policy applies to all users of Trinity University websites. Use of the Trinity University websites constitutes user acceptance of this Privacy Statement and consent to the practices it describes.

Policy Content

Trinity University uses IP addresses in the administration of its Internet sites. Software is employed to identify parts of the site which are most heavily used and which portion of the audience comes from within the TUNetwork. Trinity University is committed to respecting internet users' privacy and recognizing the need for appropriate protection and management of the personally identifiable information shared at the site. The purpose of this Internet Privacy Statement is to let users know what personally identifiable information is collected from Internet site visits and how such information is used.

Information Collected by Trinity University

There are three types of information that may be collected during Internet site visits:

- TUNetwork traffic and Internet server logs
- Cookies
- Information voluntarily provided by users

TUNetwork traffic and internet server logs

In the course of ensuring network security and consistent service for all users, the University may use software programs to do such things as:

- Analyze TUNetwork traffic
- Identify unauthorized access
- Detect computer viruses and other software that might damage University computers or the TUNetwork
- Monitor and maintain the performance of the TUNetwork

In the course of such monitoring, these programs may detect such information as e-mail headers, addresses from network packets and other information. Information from these activities is used solely for the purpose of maintaining the security and performance of the TUNetwork and computer systems. Personally identifiable information from these activities is not released to external parties unless required by law.

The University Internet servers collect and store information from internet site visitors to monitor internet site performance and to improve service. This information includes the following:

- Page visited
- Date and time of the visit
- Domain name or IP address of the referring site
- Domain name and IP address from which the access occurred
- Version of browser used and the capabilities of the browser

The University makes no attempt to identify individual visitors from this information. Any personally identifiable information is not released to external parties unless required by law.

Cookies

Cookies are small bits of data stored on a user's hard drive on behalf of a internet site and returned to the internet site on request. The site may use cookies for two purposes: to carry data about a user's current session at the site from one internet page to the next, and to recognize a user from a previous visit. Like many other Internet sites, portions of Trinity University site may use cookies which can be used to provide users with tailored information and a customizable experience. The University cannot access other cookies sent by other sites or the information contained therein. The University cannot learn an email address or any other information about users through the use of a cookie. The only way the University would learn such information, is if a user specifically submitted that information. Users may decline to accept cookies sent by the site by selecting an option on their browser to reject cookies. Other sites linked to the site may also send cookies; however the University does not control such activities. If cookies are declined, users may not be viewing the site in a way in which it was designed to optimally be presented.

Information Voluntarily Provided by Users

In the course of using the University internet site, users may choose to provide the site with information to help the University better serve user needs, such as:

- Name, address, phone, fax, email address of purchasing party
- Name, address, phone, fax, email address of deliveries
- Credit card information (card type, number, expiration date and owner's name) of purchasing party

Some features of the site enable credit card transactions. The third party payment processors used by Trinity University are TouchNet and iModules. These features are completely voluntary to users. They include the purchasing of event registrations, merchandise purchases, online donations, membership purchases or the payment of tuition and other types of fees through the site. Trinity University assures users that measures have been taken to make such transactions secure for its members. The Trinity University site uses industry standard Secure Sockets Layer (SSL) servers on its transaction pages. It encrypts all personal information including name, address, and credit card number to prevent unauthorized access as the information travels over the Internet.

Trinity University will not sell, exchange or otherwise distribute personally identifiable information without user consent, except to the extent required by law.

Data Security

To prevent unauthorized access to personal data, maintain data accuracy, and ensure the correct use of information, the site has put in place physical, electronic, and managerial procedures to safeguard and secure the information collected through this Internet site.

External Links

Trinity University sites provide links to other Internet sites or resources. Trinity University does not control these sites and resources, does not endorse them, and is not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by the University's Internet Privacy Policy; they may have their own policies or none at all.

Changes to This Privacy Statement

This site has the right to make changes or additions to this policy at any time. Users are encouraged to periodically review this policy to be informed of how the University is committed to protecting user information and providing users with improved content on its Internet site. Questions about this site, its collection of information, and its Internet Privacy statement can be directed to the Trinity Helpdesk at: helpdesk@trinity.edu

Performance Evaluation

Consequences of Policy Violation:

Enforcement
Use of the Trinity University Internet sites constitutes user acceptance of this Internet Privacy Statement and consent to the practices it describes.

Violations
Questions about this site, its collection of information, and its Internet privacy statement can be directed to the ITS HelpDesk at: helpdesk@trinity.edu.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
IP address	The Internet address of a computer. It is a unique string of numbers separated by periods that identifies each computer using the Internet Protocol to communicate over a network.
Cookie	Also known as an HTTP cookie, web cookie, or browser cookie, is a small piece of data sent from an Internet site and stored in a user's Internet browser while the user is browsing that internet site. Every time the user loads the Internet site, the browser sends the cookie back to the server to notify the Internet site of the user's previous activity.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v1.0	8/14/2019 4:13 PM	Courtney Cunningham

Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
Gary Logan	Vice President for Finance & Administration