

# Public Website Privacy Policy - 4236

## 1. Dates

Effective Date	Last Review Date	Next Review Date
05/26/2017	05/25/2018	08/31/2019

## 2. Overview

This policy serves as the website privacy statement for the Dominican website which includes [dominican.edu](http://dominican.edu) and all subdomains.

## 3. Purpose

The purpose of this policy is to inform users of the website about how we track visitor information.

## 4. Scope

This policy covers all users of the Dominican website.

	Internal (Intranet)	External (Public Website)
PUBLICATION LOCATIONS	-	X

## 5. Public Website Privacy Policy

### 5.1 Acknowledgement and Acceptance of Terms

Dominican University of California is committed to protecting your privacy. Data privacy and data security are important to us. Therefore, we treat your personal data confidentially and in accordance with data protection legislation and this Privacy Statement. This Privacy Statement sets forth our current privacy practices with regard to the information we collect when you or your computer interact with our website the Dominican website. By accessing the Dominican website you acknowledge and fully understand Dominican University of California's Privacy Statement and freely consent to the information collection and use practices described in this Website Privacy Statement

### 5.2 Participating Merchant Policies

Related services and offerings with links from this website, including vendor sites, have their own privacy statements that can be viewed by clicking on the corresponding links within each respective website. Online merchants and others who participate in Dominican University of California's website services are encouraged to participate in industry privacy initiatives and to take a responsible attitude towards consumer privacy. However, since we do not have direct control over the policies or practices of participating merchants and other third parties, we are not responsible for the privacy practices or contents of those sites. We recommend and encourage that you always review the privacy policies of merchants and other third parties before you provide any personal information or complete any transaction with such parties.

### 5.3 Information We Collect and How We Use It

Dominican University of California collects certain information from and about its users three ways: directly from our Web Server logs, the user, and with Cookies.

## Web Server Logs

If you visit our website for mere information purposes and you do not register or transfer in any other manner information to us, we only collect the personal data that your browser transfers to our server. When you visit our Website, we may track information to administer the site and analyze its usage. Examples of information we may track include:

- Your Internet protocol address.
- The kind of browser or computer you use.
- Number of links you click within the site.
- State or country from which you accessed the site.
- Date and time of your visit.
- Name of your Internet service provider.
- Web page you linked to our site from.
- Pages you viewed on the site.

We reserve the right to examine this data retrospectively if we have become aware of specific evidence of unlawful use.

## Use of Cookies

Dominican University of California may use cookies to personalize or enhance your user experience. A cookie is a small text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a Web Server in the domain that issued the cookie to you. We can legally store cookies on your device, provided that this is absolutely necessary for the operation of this website. For all other types of cookies, we need your consent. This website uses different types of cookies as described below.

One of the primary purposes of cookies is to provide a convenience feature to save you time. For example, if you personalize a web page, or navigate within a site, a cookie helps the site to recall your specific information on subsequent visits. Hence, this simplifies the process of delivering relevant content and eases site navigation by providing and saving your preferences and login information as well as providing personalized functionality.

This website uses the following kinds of cookies:

- Transient cookies are automatically deleted when you close your browser. This includes session cookies. The session cookies store a so-called session ID with which different requests of your browser can be categorized during the session. That means that your browser becomes recognizable when you return to our website. The session cookies are deleted when you log out and close your browser.
- Persistent cookies are automatically deleted after a specific period that can vary from cookie to cookie. You can always delete these cookies in the setup of your browser.
- Flash cookies that we may use are not identified by your browser but by your Flash Plugin. We may also use HTML5 storage objects that are placed on your device. These objects store necessary data independent from your browser and do not expire automatically. If you do not wish processing by flash cookies, you have to use a special Add-on, for example "Better privacy" for Mozilla Firefox or the Adobe Flash Killer Cookie for Google Chrome. You can hinder the use of HTML5 storage objects by

changing your browser into private mode. We advise in addition to regularly delete your cookies and your browser history manually.

Dominican University of California uses third-party cookies from partner marketing companies in order to better understand how people utilize our site, and to target relevant online advertising campaigns to people who visit our site.

### Opt-Out Resources

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies. If you reject cookies by changing your browser settings then be aware that this may disable some of the functionality on our Website. You can learn more about opt-out resources at the following link:

- <http://www.networkadvertising.org/choices>

### Personal Information – Users

Our website can usually be used without disclosure of personal data. Insofar as personal data (such as name, address or email address) is collected on our website, this is generally done, if possible, on a voluntary basis. We take technical and operational safety precautions based on technological advancements to avoid loss or misuse of personal data stored by us. However, due to the structure of the Internet, it is possible that data protection regulations and safeguards are not observed by other individuals or institutions that do not fall within our area of responsibility. In particular, unencrypted personal data (for example in an email) can be read by third parties. It is therefore the respective user's responsibility to protect provided personal data through encryption or other means against abuse.

If you contact us via email or via a contact form, we store the personal data that you submit (your email address, name, phone number) in order to answer your questions. Visitors to our website can also register to purchase or participate in services. When you register, we will request some personal information such as name, address, email, telephone number, driver's license number, student ID number and other relevant information. You may also be asked to disclose personal information to us so that we can provide assistance and information to you. For example, such data may be warranted in order to provide online technical support and troubleshooting.

We will not disclose personally identifiable information we collect from you to third parties without your permission except to the extent necessary including:

- To fulfill your service requests for services.
- To protect ourselves from liability,
- To respond to legal process or comply with law, or In connection with a merger, acquisition, or liquidation of the company.

### 5.4 Accessing Account Information

You may ensure that personally identifiable information in your account is correct and current by contacting the following:

- Prospective Students: [admissions@dominican.edu](mailto:admissions@dominican.edu)
- Students: [registrar@dominican.edu](mailto:registrar@dominican.edu)
- Alumni: [alumni@dominican.edu](mailto:alumni@dominican.edu)
- Faculty/Staff: [humanresources@dominican.edu](mailto:humanresources@dominican.edu)

When contacting the University via email, do not include any personally identifiable information as email is not a secure means of transmitting confidential or sensitive information.

EU residents are entitled to be informed anytime about their personal data. Upon reasonable request, we are able to inform European Union (“EU”) residents upon request, what data we have stored about them. If it turns out that, despite our efforts to collect correct and current data, we have stored incorrect data in our system, we will rectify this as soon as practicable. EU residents are entitled to claim anytime correcting, deleting or blocking of personal data. Upon their reasonable request, we will of course immediately delete any of personal data associated with that EU resident that is stored by us. Should a deletion be impossible due to legal reasons, the data will be blocked instead. However, please note that after deletion of an EU resident’s data, we may be only able to provide our services partially or even not at all.

In case an EU resident has consented to the collecting, processing and use of their personal data, the EU resident can revoke this consent anytime or amend their consent (article 7 para. 3 GDPR). An EU resident can exercise this right by mail, email (to any of the email addresses above) or fax. This does not trigger any costs. Revoking consent by an EU resident’s consent can influence whether the further use of personal data is permissible.

As far as the processing of personal data is based on a balancing of interests, an EU resident can also object against the processing (article 6 para 1 cl. 1 lit. f). This is for example the case if the processing is not necessary in order to fulfil a contract with an EU resident. In case an EU resident exercises this right, we kindly ask the EU resident to inform us about the respective grounds why we cannot process that EU resident’s personal data. If the EU resident’s objection is justified, we review the relevant facts and will either stop processing the data, amend the processing or explain the grounds as to why we need to continue the processing.

## 5.5 Changes to this Statement

Dominican University of California has the discretion to occasionally update this privacy statement. When we do, we will also revise the “updated” date at the top of this Privacy page. We encourage you to periodically review this privacy statement to stay informed about how we are helping to protect the personal information we collect. Your continued use of the service constitutes your agreement to this privacy statement and any updates.

## 5.6 Contacting Us

If you have questions regarding our Privacy Statement, its implementation, failure to adhere to this Privacy Statement and/or our general practices, please contact us at [webmaster@dominican.edu](mailto:webmaster@dominican.edu). When contacting the University via email, do not include any personally identifiable information as email is not a secure means of transmitting confidential or sensitive information.