



Wycliffe College

PRIVACY STATEMENT

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The Wycliffe College website (www.wycliffecollege.ca) exists to provide members of the College community and the general public with information and online services. At Wycliffe College, we are committed to protecting the privacy of those who use our website, and as such, we have adopted the following policy with regard to the collection, use, and dissemination of personal information that may be requested or required of those who visit and otherwise use the site. Personal information is information that can be used to identify or contact a specific individual.

COLLECTION OF PERSONAL INFORMATION

Wycliffe College will not collect or store the personal information of those who visit our website, unless they voluntarily provide such information to us (by filling out an online form, for example).

Wycliffe College will only gather such personal information as required to fulfill certain educational, administrative development, student life, and statistical purposes, and will treat such information as confidential. Web forms that request personal and/or sensitive information (such as credit card details) will be built on a secure, encrypted platform.

Wycliffe College will consistently use password protocols and encryption software to protect personal and other information, for example, when we receive a donation, or when course payment is made online.

Wycliffe College will explain the reason(s) for collecting personal information when such information is collected.

PROTECTION AND USE OF PERSONAL INFORMATION

Wycliffe College will carefully protect, use, maintain, disclose, and dispose of the personal information it collects, and will do so in accordance with applicable legislation, policies, agreements, and best practices. We will make every reasonable effort to keep such information up-to-date.

Wycliffe College will permit access to personal information only by authorized personnel and based only on their need to deal with the information for the reason(s) for which it was obtained.

Wycliffe College will ensure safeguards are in place to protect the personal information from being disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered.

Wycliffe College will not sell, trade, rent or otherwise disclose to any third party any such information for commercial purposes. Wycliffe College may disclose the information to College employees, consultants, and others who have a legitimate need to know the information (for such purposes as the application process, for example).

Wycliffe College will, upon request, provide those from whom we have gathered personal information, with the information that we retain about them.

COLLECTION OF NON-PERSONAL INFORMATION

The following are examples of the kinds of non-personal information that may be automatically collected from those who visit the Wycliffe College website to view or download information:

- the domain name from which they access the Internet
- the date, time, and duration of their visit
- the page(s) they visit
- their computing platform

This data is used in the aggregate for analyzing website traffic, administering the website and providing information about the usefulness of the Wycliffe College website. We may also collect tracking information through the use of cookies, which place certain identifying information on the visitor's computer to facilitate their future access, and for marketing purposes.

DISCLOSURE TO THIRD PARTIES

Personal information collected on this website will only be disclosed to authorized third parties involved in delivering the services for which the information was collected. As a user of third party services, we are subject to the privacy policies established by the third party provider.

Wycliffe College reserves the right to disclose collected information under special circumstances, such as in connection with judicial proceedings or if, in the sole discretion of the College, disclosure is necessary to protect the interests of Wycliffe College.

LINKS TO OTHER SITES

The Wycliffe College website contains links to a number of independently run, external websites, the management, content, and privacy practices of which are beyond our control. Wycliffe College will not be held responsible for the management, privacy practices, or content of these websites.

SECURITY

Wycliffe College will employ security measures to protect against the misuse, alteration or loss of information associated with the College website. However, due to the nature of the Internet, there is no guarantee that any data transmitted can be completely secured. Therefore, any data is submitted at the sole risk of those who visit or otherwise use the Wycliffe College website.

Questions, concerns or complaints relating to the College's privacy policy on the treatment of personal information should be emailed to: communications@wycliffecollege.ca