6-1: Privacy Statement

Fort Lewis College Privacy Statement

Commitment to Individual Privacy

Fort Lewis College (FLC) is committed to protecting the privacy and accuracy of confidential information submitted by employees, students, and visitors. Since Fort Lewis College is a public institution, some information collected, including information gathered from the FLC web sites, may be subject to the Colorado Public (Open) Records Act. The FLC Privacy Statement below is intended to provide you with information about the types of personal information we may collect through our web sites, how we use this information, and with whom we may share it.

The FLC Privacy Statement should be read in conjunction with the FLC Terms of Use that is available on the FLC web sites. This Privacy Statement should not be construed as giving business, legal, or other advice, or as warranting the security of information provided through the FLC web sites. FLC web sites contain links to many external web sites. FLC is not responsible for the privacy practices or the content of these external web sites.

The information provided through the FLC web sites may be subject to public inspection and copying, if not protected by the Family Educational Rights and Privacy Act and other laws and regulations. However, some information, such as transactions involving credit card numbers, is protected by the Federal Gramm-Leach-Bliley Act (GLBA) and the Fair Credit Reporting Act (FCRA).

Information Collection

FLC collects and uses information that you voluntarily provide to us in connection with a transaction or interaction with FLC. This includes personally identifiable information (PII), which is information that identifies you, such as your Social Security number, your address for a residence or business, your phone number, or your credit card number. FLC also collects non-PII information about your interaction with our web sites. FLC uses this information for administrative purposes, to provide you with the products, services, information, or offers that you request, or for other purposes of Web site navigation. This information is used to help diagnose problems, assess what information is of most interest, determine technical design specifications, identify and manage system performance and/or problem areas, and other administration functions. Information collected from web-based forms is used to fulfill requests for services or products. For site administration functions, information, other than personal information linked to a particular individual, is collected for analysis and statistical purposes.

Security

Wherever your personal information may be held within FLC or on its behalf, we intend to take reasonable and appropriate steps to protect the information that you share with us from unauthorized access or disclosure.

In the event of unauthorized access or disclosure (breach) of personally identifiable information (PII) limited to full name, social security number and or credit card number, FLC will notify, to the best of our ability, the individuals of the security breach within 14 days, provided notification will not impede a law enforcement investigation. A breach will be determined by the following factors:

- Was there unauthorized access to PII?
- Was PII actually acquired?
- Was the PII data unencrypted?
- Has illegal or misuse of the PII data occurred?
- Likelihood of reasonable harm to the individual

Browser Cookies

Some of our Web pages utilize “cookies.” A “cookie” is a small text file that may be used, for example, to collect information about Web site activity. Some cookies may serve to recall personal information previously indicated by a Web user. Most browsers allow you to control cookies, including whether or not to accept them and how to remove them. You may set most browsers to notify you if you receive a cookie, or you may choose to block cookies with your browser. If you do choose to block cookies with your browser, some FLC web sites may no longer work for you.

Accuracy and Security of Confidential Information

FLC makes reasonable efforts to ensure that the personal information retained about individuals is accurate. Every faculty member, staff member and student has the ability to check and update personal information such as his or her address, phone number, etc. online at https://webopus.fortlewis.edu. FLC deploys industry standard security measures to protect against the loss, misuse, or unauthorized alteration or release of personal information stored in electronic form.

Third Party Services

On FLC's behalf, third parties may provide certain services available on FLC web sites. FLC may provide information, including personal information, to third-party service providers to help us deliver programs, products, information and services. FLC will take reasonable steps to ensure that these third-party service providers are obligated to protect personal information on our behalf.

Disclaimer

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Comments and Feedback

Please send comments, questions or concerns to http://www.fortlewis.edu/privacyform. When sending us comments, please include a current e-mail address. Please do not send attachments with the message.