

Privacy Policy & Procedures

1.0 Purpose

- 1.1 AUIB is committed to protecting individuals' privacy rights while also balancing its legal, policy, and administrative duties in the management of AUIB data. This policy outlines what types of information AUIB collects, how and why AUIB collects the information.

2.0 Scope

- 2.2 This Privacy Policy applies to the information AUIB collects when you visit any AUIB.edu website.

3.0 Definitions

- 3.1 Third parties - individuals, organizations, or entities outside of AUIB.

4.0 Policy

4.1 Responsibilities

- 4.1.1 The Information Technology (IT) Director or designated IT staff member is responsible for overseeing the implementation of the Privacy Policy and securing compliance with relevant regulations.
- 4.1.2 Line managers should take charge of conveying this document to their staff and ensuring that they follow it.

4.2 Aggregate Information

- 4.2.1 Aggregate information is non-personal information collected from a user visiting a website. Examples of aggregate information collected from AUIB's website may include:
- IP address and internet domain name used
 - Date and time of access
 - Web pages requested
 - Web browser and operating system

4.3 Cookies

- 4.3.1 Cookies are files stored on a user's computer containing small numbers of users and website information.
- 4.3.2 Accepting cookies enables a personalized web experience. Rejecting or disabling cookies may limit a user's experience on a website.
- 4.3.3 Websites often use cookies to document information about user preferences and pages visited. Users can accept, disable, and remove cookies from a computer's hard drive as desired.

4.4 Personal Information

- 4.4.1 Personal information is any information that AUIB can use to identify its website visitors.
- 4.4.2 AUIB gathers aggregate information passively through cookies and third-party analytics.
- 4.4.3 AUIB collects Information actively when users provide the information via forms, surveys, or transactions. Personal information collected by AUIB may include:
 - Name
 - Email address
 - Phone number
 - Mailing address
 - Race/ethnicity
 - Educational history
 - Relevant application materials
 - Payment information
- 4.4.4 AUIB only collects and processes personal information in furtherance of AUIB's legitimate interests, with consent, and/or to fulfill any contractual obligations.

4.5 Disclosures

- 4.5.1 AUIB does not share personal information with third parties except under specific conditions, such as with prior written consent or as required by law.
- 4.5.2 User email addresses will not be shared, sold, rented, exchanged, or allowed for commercial use by any third parties.

4.6 Data Security

- 4.6.1 AUIB has taken reasonable steps to keep your information safe from unauthorized access and ensure its correct use, considering that no method of sending or storing data via the internet is fully guaranteed safe.

4.7 Updates and Changes

- 4.7.1 AUIB reserves the right to update this Privacy Policy without prior notice by implementing changes to the Privacy Policy on this webpage. The website will reflect the effective date of such revisions by displaying the Last Updated date on this page. The continued use of AUIB website after the effective date will constitute acceptance of the change in the policy.

5.0 Procedures

5.1 Collection of Aggregate Information

- 5.1.1 Aggregate information, which may include IP addresses and web browsing data, will be collected through passive cookies or third-party analytics tools when visitors are on AUIB sites.

5.2 Use of Cookies

- 5.2.1 AUIB websites will use cookies to enhance user experience, personalize content, and track user preferences. Users can enable or disabling the cookie feature through their browser settings.

5.3 Collection of Personal Information

- 5.3.1 All Personal Information, including, but not limited to names, email addresses, and educational history, is only gathered when it is voluntarily given by the users through online forms, surveys, or transactions on the AUIB websites.
- 5.3.2 In this regard, AUIB will collect and process personal information for the proper purpose and valid reasons only upon user consent.

5.4 Disclosure of Personal Information

- 5.4.1 Personal information will not be shared with third parties except under specific conditions, such as with user consent, contractual agreements, or protection of AUIB's interests.
- 5.4.2 User email addresses will not be shared for commercial purposes or with third parties without explicit user consent.

5.5 Data Security Measures

- 5.5.1 AUIB will implement reasonable security measures to safeguard personal information from unauthorized access, use, or disclosure. However, it is acknowledged that no method of data transmission over the internet is entirely secure.

5.6 Policy Updates

- 5.6.1 AUIB reserves the right to update the Privacy Policy as needed. Changes will be communicated through updates to the Privacy Policy webpage, with the effective date clearly indicated.

Related Policies and Documents

Terms of Use Policy & Procedures

Data Breach Response Plan Policy & Procedures