

# The University of Tulsa

## Student Information Privacy Statement

### Policy

The University of Tulsa is committed to protecting the privacy and accuracy of your personally identifiable information and education records subject to provisions of state and federal law. Other than reporting required by law or in response to subpoenas or other legal instruments that authorize disclosure, personally identifiable information is not disclosed without your consent.

### Information Collection and Use

Categories of information we collect and maintain include:

- Personal Identification such as name, postal or email address, telephone numbers
- Numbers issued by a government agency such as a social security number, tax identification number, passport number, driver's license number, or any other unique government-issued identification number
- Unique persistent identifier including: a number or alphanumeric string that uniquely identifies a networked device; a health care account number; a unique vehicle identifier, including Vehicle Identification Numbers or license plate numbers; or security profile information such as access codes and answers to challenge questions for password reset or to access an individual's account
- Unique identifiers or other assigned or descriptive information about personal computing or communication devices
- Information provided as part of the admission or financial aid application process or student achievement data, including examinations and transcripts (education records)
- Student assessment data from standardized tests or voluntary, self-reported surveys concerning opinions or personal experiences about the University
- Information collected, created, processed, used, disclosed, stored, or otherwise maintained that is linked to your personal identification as part of your education records

We use this information for the following purposes:

- Business records such as accounting, auditing, tax, fraud prevention, billing and other customary business purposes
- Academic records
- Health records
- Financial aid records
- Transactions
- Emergency contact
- Offers and notifications such as community service opportunities and events
- Analysis for management information purposes
- Provision of services, access, or permits
- Analysis of student performance and success
- Solicitation of voluntary donations
- Internal communication

### **University Web Site Collected Information and Use**

Additionally, University web sites collect the following information: Internet Protocol (IP) address of computer being used; web pages requested; referring web page; browser used; date and time. This information is collected to monitor your navigation of our web pages. We may use browser-IP-address information and anonymous-browser history to report information about site accesses and for profiling purposes. This information is generally used to improve web presentation and utilization. We also may use IP address information for troubleshooting purposes.

The University may also use "cookies" (small data files written to your hard drive that contains information about your visit to University web pages) in order to deliver web content specific to individual's web navigation interests or to keep track of online transactions.

### **Student Success Use**

The University will analyze all academic performance data (including but not limited to standardized test scores, course enrollment, attendance, and grades) and any other data that may be predictive of problems which impact student success, academic standing, and/or timely degree completion. The use of such information will be restricted to: advising individual students on success practices, or suggesting remedial actions; or, per the Higher Learning Commission's Criteria for Accreditation, evaluating the effectiveness of student learning through processes designed to promote continuous improvement. These data, including any additional associated education records, will never be sold or released to third party individuals or organizations unless they function as agents of the University and are contractually bound to the University's privacy and confidentiality restrictions. Students' personal or private data irrelevant to their success will neither be collected nor utilized as part of the University's student success efforts.

### **Disclosure of Collected Information**

Certain specific information is protected by laws such as the Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley Act (GLBA), or the Health Insurance Portability and Accountability Act (HIPAA). In addition to this legal compliance, the University will not disclose or share, without your consent, your personally identifiable information, except for certain explicit circumstances in which disclosure may be required by law.

Your personally identifiable information will not be distributed or sold to third-party individuals or organizations unless the third party is working as an agent of the University, such as a vendor providing software as a service, and the vendor is contractually bound by to the University's privacy and confidentiality restrictions.

The University will submit aggregate information to government and non-governmental agencies for reporting or ranking purposes.

### **Updating Personal Information, Privacy Flags, and Option Out**

Questions regarding your options to review, modify or delete previously provided personal information should be directed to the Office of the Registrar. Some information is required for business or academic purposes with legally imposed retention criteria. This information may be protected by a privacy flag that more stringently restricts use

and dissemination of the information. You may opt out of some internal communications, directories, and services.

**Policy Changes**

This privacy policy has been approved by the President of the University. Any revisions to this privacy policy will be posted at the University's web site at <https://utulsa.edu>. You may submit inquiries about this policy to The Office of the Registrar.

**Links to Other Web Sites**

You may encounter links to other web sites of organizations not directly affiliated with the University. Please be aware that the University is not responsible for the information practices of external organizations. We recommend you review the privacy statements of each external web site that you visit, particularly if you know that the web site collects personal information.

**Date**

July 1, 2017