



ICR FLORIDA EDUCATION

PRIVACY POLICY

PURPOSE

This policy describes how personal information collected by ICR Florida Education is stored, protected, shared, and utilized.

RESPONSIBLE AUTHORITY

The responsibility for this policy is vested in the School President.

IMPLEMENTATION

The implementation of this policy is delegated to the School President.

APPLICABILITY

This policy applies to all personal information collected from ICR Florida Education website, social media, prospective students, current students, and personnel.

EFFECTIVE DATE

October 1, 2021.

POLICY

1. Information Automatically Collected
2. Cookies Usage
3. Personal Information Provided by Choice
4. Release of information
5. Links to Other Websites
6. User Information Protection
7. Publication of the Privacy Policy
8. Changes to the Privacy Policy
9. Website Visitor's Consent to Privacy Policy

1 – Information Automatically Collected by Our Website

Web servers collect non-personal information from anyone that visits their hosted sites. When browsing ICR Florida Education's website, the following is collected from visitors:

- IP address of computer used
- Date and time of visit
- Browser type and language
- Pages visited



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2 – Cookies Usage

ICR Florida Education's website may use cookies to personalize visitor's experiences. Cookies are a piece of data that a website uses to recognize a computer on future visits. It helps to customize each visitor's preferences. Most web browsers accept cookies automatically. Individuals may choose to configure their browser to reject sites with cookies. Individuals that have configured their website to reject cookies may experience errors or be unable to browse our website pages.

3 – Personal Information Provided by Choice

Individuals visiting our website or social media outlets may remain anonymous or choose to provide personal information in order to be contacted by school personnel, receive additional information about our programs, or subscribe to a newsletter. Information collected will only be used for the purpose of communication with the individuals.

4 – Release of Information

ICR Florida Education does not rent, sell, trade, or transfer any personal information (collected through the school's website, social media, student information, or personnel information) nor discloses credit cards or other personal financial information to third parties other than as necessary to complete a financial transaction or as required by the law. ICR Florida Education does engage with trusted contracted companies with the purpose of assisting in operating the websites, conducting business, or servicing our current and prospective students. The school will share with these contracted companies' information necessary for the services to our institution as long as those parties agree in writing to keep all data confidential.

5 – Links to Other Websites

Visitors of ICR Florida Education's website may encounter links to web pages and sites not controlled by the school. Visitors are made aware that visiting such third-party pages or sites is at their own risk. Each third-party site has their own privacy policies. We recommend individuals to refrain from submitting personal information unless reasonable belief exists that the site can be trusted.

6 – User Information Protection

ICR Florida Education protects personal information (received from website visitors, social media visitors, prospective students, students, and personnel) by the use of technology, physical, and administrative security to reduce the risk of misuse of unauthorized access, disclosure, or modification of information. Technologies utilized include firewalls, data encryption, and the use of the Secure Sockets Layer (SSL) protocol for the transmission of confidential information (such as credit cards).

7 – Publication of the Privacy Policy

This policy is published on the footer of all ICR Florida Education website pages.

8 – Website Visitor's Consent to Privacy Policy

By using our website, visitors are automatically granting consent to ICR Florida Education's Privacy Policy.



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9 – Notification of Changes to the Privacy Policy

When changes made to the privacy policy, revisions will be made available with an effective date in the *Policies and Procedures Manual*, as well as part of the Privacy Policy published on all ICR Florida Education website pages.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "*Information Technology*." Revisions to funding require approval by the President and Financial Director.

EVALUATION

This policy is annually evaluated by means of surveys collected from:

- Schools Administrative and Academic Personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be filed along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's *Strategic Meetings*. Personnel is informed of revisions via email. Revisions are published in the school's *Policies and Procedures Manual*.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the *Policies and Procedures Manual* available at the Administrative Office during regular business hours. School personnel receive access to the school's *Policies and Procedures Manual* electronic version during their new employee orientation.



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