PRIVACY AND PROTECTED PERSONAL INFORMATION

POLICY

Privacy is an important issue to Sherman College. It is college policy to protect the privacy and confidentiality of individuals accessing our website and/or receiving any digital direct marketing materials. This policy describes what information the college collects and how that information is protected and used.

Information Gathered Automatically and Its Use
When users access the Sherman College website, the college automatically collects certain information, such as the type and identity of the Internet service provider used, time spent on the website, and the country from which the website is accessed. The college also gathers an IP address (a number assigned to each computer accessing the Internet). All computer identification on the Internet is conducted with IP addresses, which allow computers and servers to recognize and communicate with each other. The college does not link IP addresses to any personal information. This means that user sessions are tracked, but users remain anonymous. The IP address is used to help diagnose problems with the college's server; to identify the parts of the college's website that are most heavily used; and to identify the portion of users coming from within the Sherman College network.

Sherman College uses the information gathered automatically, as described above, for internal purposes, such as tailoring website content to user needs and generating aggregate statistical reports. At no time does the college disclose site usage by individual IP addresses. Web server logs are retained on a temporary basis and then deleted completely from the system.

Notwithstanding the foregoing, the college reserves the right to use IP addresses to identify any visitors who threaten its service, site, campus, students or employees.

Information Supplied by Users
On some pages within the college's website and/or CRM system (Slate), users may be asked to voluntarily provide personal information before accessing specific pages or as a requirement to receive certain information by mail or e-mail. For example, individuals requesting admissions materials will be asked to provide a name and mailing address, and persons interested in pursuing career opportunities at Sherman College may be asked to provide contact and resume information. This information may be used by the college to contact the individual directly to respond to requests; however, the individual will always be given opportunities to opt out of any direct marketing activities.

E-Commerce Transactions
Some of the college's website features may use applications to collect data to facilitate an e-

commerce transaction. Your personally identifiable information is kept secure. Only authorized employees, agents, and contractors (who have agreed to keep information secure and confidential) have access to this information.

Alumni Services
Sherman College may provide an alumni directory and/or offer online alumni services from time to time. Directory information may include the names and contact information of all active alumni. In addition, the directory may include other personal information that alumni provide to us online or offline (strictly on a voluntary basis). Alumni services may also include career and networking services that enable users to post job listings, resumes or to otherwise communicate with other alumni. These services are entirely voluntary, and Sherman College is not responsible for the use of information by other alumni.

Personal Information
Sherman College will not license or sell your personal information to any third party. Sherman College will not provide your personal information to any third party except as described herein, or with your consent. However, we may disclose specific information when we determine that such disclosure is necessary to comply with the law or to protect the interests or safety of Sherman College, our visitors or others.

Other Links
The Sherman College Web site may contain destination links to other independently run websites for Sherman College student groups or organizations, and to some third-party sites outside the Sherman College website domain. Sherman College is not responsible for the privacy practices or content of such websites. These destination links are provided only for convenience, and as such, users access them at their own risk. Any information revealed on any such site is not subject to this Privacy Statement. Therefore, users should consult the privacy policies of each site visited.

Security
Sherman College treats personal information gathered as an asset that must be protected against loss and unauthorized access. The college has information security measures in place to protect the loss, misuse, and alteration of the information under its control. The college restricts access to its data center and server rooms to authorized personnel and limits access to personal information to those employees who have a legitimate business need to access such information. Despite these security measures, Sherman College does not represent or warrant that personal information will be protected against loss, misuse, or alteration by third parties.