COLLEGE OF ARTS & SCIENCES
PRIVACY STATEMENT

Overview

The College of Arts & Sciences (CAS) collects information primarily for employment, student assessment, and accreditation expectations. The sections below further specify data collected and the purposes of such data.

What information do we collect?

The CAS collects some or all of the following types of data from applicants for employment review purposes and internship clearance. This data is required for processes such as the background check and employment verification required by units and agencies external to the CAS.

Data includes but is not limited to:

- Name
- Current and former addresses
- Phone number
- Email address
- Past employment
- Status of educational pursuits
- Date of birth
- Gender/Race
- Driver's license information
- Social Security number
- Prior crime conviction data (does not include minor traffic violations)
- Federal employment authorization document information
- Tax withholding, direct deposit, and retirement enrollment decisions, where applicable

The CAS collects additional data related to accreditation and reporting requirements. Such data are aggregated and made as anonymous as possible in external reports. These typically include sources such as:

- Information from students and alumni
  - Assessment results
  - Advising and scheduling
  - Course evaluations
  - Surveys
  - Certification paperwork
- Information from internship and fieldwork supervision personnel
  - Surveys
  - Site demographics
- Information from faculty
  - Credentials (vitae, transcripts, employment data)
  - Job performance results (related to university tenure and promotion requirements)
  - Reports and reflections on teaching, scholarship, and service
  - Contact information (work and emergency)
  - Surveys

No one in the CAS will ever request password information, and when requesting highly sensitive information such as a Social Security Number we will provide a means to submit without the use of email or faxing if requested.

How do we use your information?

As indicated above, data are used for employment processes, clearance for work in agencies that require background checks, accreditation, and other assessment-related reporting, including the unit assessment process that drives program improvement. Additionally, information is collected to provide feedback for faculty evaluation in accordance with university policy (https://www.winthrop.edu/uploadedFiles/facultyconference/FacultyManual.pdf).

How do we protect your information?

Student data is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). With few exceptions, the University cannot disclose any non-directory student information to anyone other than the student unless the student has given specific written consent. When student data is used in accreditation and assessment reporting, the identifying information is removed and data are aggregated to protect the individual student. Further information about FERPA is available on Winthrop's Records & Registration webpages (https://www.winthrop.edu/recandreg/ferpa.aspx).

In the case of required background check processes, data are collected on a form that explains the background check process. Employment-related verifications and data collection are only performed on candidates that have accepted a job offer and candidates are notified of the process through oral and/or written discussions and/or via links to human resources information on the Winthrop website.

Information is most often gathered through and stored in password-protected systems. Results are de-identified whenever possible, but in cases of background checks and certification some identifiable information must be shared. Student course evaluation data is collected by the Dean's office and shared with relevant faculty members and department chairs after semester grades are submitted. The information disclosed to the faculty member and department chair includes only the aggregated responses to the evaluation questions; data is not collected for courses with only one student enrolled.

Can information be corrected?

College offices work closely with students and employees regarding appropriate data entries. If you have questions or objections regarding the validity of your data, please contact the dean's office as soon as possible if you believe there is an issue.

Information shared with outside parties

Aggregated student learning outcomes, faculty credentialing, and faculty qualifications are shared with accrediting and governmental agencies. Further information for purposes of certification, background checks, and employment eligibility verification must be shared with appropriate agencies and systems that conduct check and/or process certifications.

Third party links

We may occasionally, and at our discretion, include links to third-party sites or services on our website. Please be aware that we have no control, responsibility, or liability for the content and activities of these linked sites. These third-party sites have separate and independent privacy statements and we encourage our users to be informed and aware and to read the privacy statements of any other site that collects your personal information. However, we continually seek to protect the integrity of our site and welcome any comments for improvements, including any links to third party sites.

Compliance with the other jurisdictional privacy regulations

Other states or countries may have privacy regulations which serve to protect their citizens. For example, the European Union General Data Protection Regulation (GDPR) is a European Union (EU) legal framework for data privacy and security of personal data for individuals within the EU. The GDPR sets forth obligations for organizations that collect, use, share, and store personal data of constituents who reside in the European Union.

Students and potential students have created a contractual need with Winthrop University to collect and retain certain data at the time of submitting an application for enrollment. Personal information is be required by the University as an essential part of the academic process and must be retained per legal requirements.

For non-students, Winthrop University is committed to securing the appropriate consent (opt-in) in the collection and processing of personal data. If you have any questions, or objections to the collection, use and retention of your personal data, on legitimate grounds, Winthrop University shall consider all requirements of notice, choice, transfer, security, data integrity, and access. Please direct any questions you may have concerning Winthrop University's obligations and compliance with GDPR to privacy@winthrop.edu.

How long do we keep your information?

Personal data will be retained in this office in accordance with applicable federal and state laws, regulations, and accreditation guidelines, as well as University policies. Personal data will be destroyed when no longer required for University services and programs, upon request or after the expiration of any applicable retention period, whichever is later. GDPR, or other jurisdiction privacy regulations, do not supersede legal requirements that our office maintain certain data.

Your Consent

Student Data:

By enrolling in Winthrop University you have created a contractual need that requires the sharing of required personal information. Your consent was established at the time of enrollment.

Employment/Internship Placements/Certification:

By accepting employment, enrolling in an internship or fieldwork experience, or completing certification applications, you are consenting to any requirement for background check and communication with certification bodies.

Changes to this Privacy Statement and University Policy

Any changes to this statement will be posted to this website and the date noted at the bottom. Winthrop University policies, including our University Privacy Policy, may be found in the Winthrop University Policy Repository.

Last updated: January 16, 2020

Contact Information:

If you have any questions regarding this statement please contact:

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