DEPARTMENT OF INSTITUTIONAL EFFECTIVENESS
PRIVACY STATEMENT

Overview

The Department of Institutional Effectiveness (IE) supports the University's mission by providing leadership in the areas of institutional research, accreditation, assessment, and academic program review. The department disseminates assessment results and institutional data to support institutional planning and decision-making, as well as advancing quality in teaching and learning, academic and student support, and services and operations.

What information do we collect?

IE is the owner of several systems that require users to enter information. Data that may be collected include, but is not limited to:

- Address
- Assessment Plans and Reports
- College / Department
- CWID
- Email Address
- Faculty Rank
- Name
- Race / Ethnicity
- Syllabi
- Teaching Qualifications
- Tenure Status
- Transcripts
- User Name
- Veteran Status
- Vita

How do we use your information?

IE provides data internally to offices across campus (e.g. Records and Registration, College Dean's offices) so that employees have the information required to perform their job functions and to support evidence-based planning, decision-making, and accountability processes. IE also uses the data to conduct general demographic and statistical analysis research to assist in informed decision-making.

IE provides data for mandatory reporting to regulatory bodies, such as, but not limited to, Integrated Postsecondary Education Data System (IPEDS), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the South Carolina Legislature, and the South Carolina Commission of Higher Education (CHE). For institutional benchmarking and to ensure that the institution is accurately represented in public forums, we provide data to organizations such as College and University Professional Association for Human Resources (CUPA), National Survey of Student Engagement (NSSE), and the Common Data Set (CDS) initiative. In addition, per its compliance with SACSCOC and its commitment to providing relevant data to multiple stakeholders, IE posts summary data on the Department of Institutional Effectiveness website.

If a member of the Winthrop community needs information that is not found on the IE website, a data request can be submitted via the Data Request form.

How do we protect your information?

Summary data provided on the areas of the University's websites that are accessible to the general public are considered public information.

Information that is sensitive in nature is only accessible to authorized users on areas of websites that require individuals to submit their authentication credentials. These data are intended for the sole use and benefit of members of the Winthrop community and are considered restricted and non-public information. Student and faculty records data, institutional survey data, or other institutional data that have been provided to members of the Winthrop community as part of an official data request shall be used only for the purposes stated on the data request form and have a legitimate business need. Data users have an obligation to use the data provided responsibly, respect the privacy and rights of other users, and comply with all policies, laws and regulations relevant to the data. Under no circumstances should a member of the Winthrop community provide confidential information about students or faculty to any other person who has not been authorized to receive such information.

To be eligible to receive any data with identifying factors, the recipient must complete the BIDM Security Policy Form, acknowledge that the data provided cannot be released to any other parties, including students (even for classroom use or research purposes), and agree to comply with conditions of use set forth by the rules and regulations that govern the data.

IE takes steps to ensure that all sensitive information is securely transmitted and stored. To that end IE follows the Winthrop University Policy on the Appropriate Use of Information Technology Resources, provides ongoing user education, conducts regular audits, and implements secure access management solutions.

Sensitive information includes, but is not limited to:

1. A personal identifier, such as a social security number, or identification number;
2. Other indirect identifiers, such as a date of birth, place of birth, gender, ethnicity, and mother's maiden name; or
3. Other information that, alone or in combination, is linked or linkable to a specific student or employee that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the individual with reasonable certainty.

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.

IE follows policies to act in compliance with local, state and federal law, especially the Family Educational Rights and Privacy Act.

Users who receive institutional data as part of an official data request are responsible for informing IE if these data are lost or stolen or if the data have been copied or stored on a computer or other electronic device that is lost or stolen.

Can information be corrected?

IE works closely with the Winthrop community regarding appropriate data entries. If you have any questions or concerns regarding the validity of your data, please, contact our office as soon as possible.

Information shared with outside parties

IE partners with trusted third parties to provide services for Winthrop. Some of these include:

- Third party vendor for faculty searches; faculty reappointment, promotion, and tenure process; and faculty annual activity tracking.

- Third party vendor that allows Winthrop community members to create surveys for research purposes.
- Learning Management System for course content, secure file sharing, online meetings, surveys, student information and grades.

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 or 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 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 concerns with 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 IE maintain certain data.

Changes to this Privacy Statement and University Policy

Any changes to this policy will be posted to this website and the date noted at the bottom. Winthrop University policies may be found in the Winthrop University Policy Repository.

Policy Update and/or Review

January 15, 2020 (updated)
February 22, 2023 (updated)

Contact Information

If you have any questions regarding this statement please contact: ie@winthrop.edu