

Uintah Basin Technical College (UBTech) Privacy Statement

Purpose

Uintah Basin Technical College (“UBTECH”) is committed to protecting your privacy while making it easier and more efficient to interact with our website. Sometimes, we need the information to provide the services you request, and this commitment to privacy explains our online information practices.

We do not collect any personal information about you unless you provide that information voluntarily (e.g., communication via e-mail or online form).

This notice is subject to change over time as the technologies that provide services via the Internet continue to develop and evolve. Despite changes in technology, any alteration to this document will not affect our commitment to privacy.

Scope

This Privacy Statement applies to all categories of data collected and stored on college-owned systems regardless of what format the data is stored or transmitted (physical or electronic). The College is the owner of all institutional data; individuals may have stewardship responsibilities for portions of the data. The College forbids the use of institutional data for anything but the conduct of college business. Employees accessing data must observe requirements for confidentiality and privacy, must comply with protection and control procedures, and must accurately present the data in any use. The College determines the level of access to institutional data based on defined need and user role.

Collection of Information

UBTECH collects information via UBTECH websites that falls into one of two categories: personally identifiable information and non-personally identifiable information. Personally identifiable information is any information that personally identifies you or from which you could be identified. UBTECH collects personally identifiable information whenever you voluntarily submit it to UBTECH websites, including your name, email, mailing address, telephone number, plus your preferences regarding UBTECH services.

Non-personally identifiable information is information that is not directly tied to a specific user, such as the number of people who visit UBTECH websites from various states. Unless you take steps to browse the Internet anonymously, or [opt-out](#), UBTECH, like most institutions and organizations on the Internet, tracks web browsing patterns to inform understanding of how UBTECH websites are being used. Generic information is collected through the use of “cookies,” which are text files placed on your computer, to evaluate usage patterns so that UBTECH can improve both content and distribution. You may refuse the use of cookies by selecting the appropriate settings on your browser; however, doing so may prevent you from using the full functionality of all UBTECH websites. The generic information UBTECH collects is based on IP address, which is the location of a computer or network, and is not linked to your specific email address in any of the reports or other material compiled by UBTECH. UBTECH will not associate

your IP address and web usage data with any other information held by UBTECH that can specifically identify you unless required to do so by law.

Use of Information

By providing information to UBTECH through its websites you acknowledge that, where permitted by federal or state law, UBTECH may use this information for the express purposes for which the information was provided, which may include to:

- Respond to your request(s) for information
- Process applications for admission or employment
- Process information for administrative purposes
- Process orders for goods or services
- Notify you of products or services
- Improve online content and communications
- Improve UBTECH services
- Process information for purposes as may be detailed on UBTECH websites or mobile applications

Sharing of Information

UBTECH works with many vendors and contractors who assist UBTECH with its day-to-day affairs. The information that you provide to UBTECH or which UBTECH automatically collects is used or shared with these organizations for the express purposes for which the information was collected or as otherwise expressed in this Privacy Statement. UBTECH vendors and contractors are only permitted to use personal information for the express purposes permitted in their agreements with UBTECH. Otherwise, personally identifiable information is not released to third parties unless permitted by applicable law, including in instances where the information needs to be disclosed to protect the safety and security of the UBTECH community or UBTECH property, or where UBTECH is legally compelled by law or judicial order.

Public Forums

UBTECH websites may provide chat rooms, forums, message boards, and news groups for their users. Any information that is disclosed in these areas may become public information and a user should therefore exercise caution when deciding to disclose one's personal information in such places. Chat sessions and discussion forums may be logged.

SMS Information

UBTech will not share your Personal Data or opt-in information associated with receiving text messages or SMS campaign with any third party for the purpose unrelated to providing texting or SMS services. UBTech may share your Personal Data, including your SMS opt-in or consent status with third parties that help UBTech provide messaging services, including but not limited to

platform providers, phone companies and any other vendors who assist UBTECH in the delivery of text messages. Message frequency varies, data rates may apply.

Protecting Children's Privacy

If a user of UBTECH websites is under the age of thirteen, such users are not authorized to provide UBTECH with personally identifiable information, and UBTECH will not use any such information in its database or other data collection activities. UBTECH appreciates cooperation with this federally mandated requirement. Users under the age of thirteen and their parents or guardians are cautioned that the collection of personally identifiable information volunteered by unauthorized children online or by e-mail will be treated the same as information given by an adult until UBTECH becomes aware that the user is under the age of thirteen and such information may be subject to public access.

Utah Government Records Access and Management Act

As a public institution, and instrumentality of the State of Utah, UBTECH is subject to the Government Records Access and Management Act of the Utah Code, Section 63G-2-101 *et seq.*, 1953, as may be amended ("GRAMA"). This means that records, in all forms including email, provided to UBTECH are subject to public disclosure, unless the record is designated by law as confidential or not a public record.

Security

UBTECH implements appropriate technical and organizational security measures to protect your information when you transmit it to us that ensure a level of security appropriate to the risks presented by the processing and the nature of the data to be protected. While UBTECH strives to protect your information, UBTECH cannot ensure or warrant the security of such information.

Questions

If a user has questions about this Privacy Statement or believes that the user's personal information has been released without consent, please send an e-mail to: rickm@ubtech.edu.

IT Manager
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