

# American College of Commerce and Technology

## Privacy and Policy Statement

The privacy of students, faculty and staff is important to the American College of Commerce & Technology and it is committed to protecting it. This Privacy and Policy Statement applies students, faculty and staff in regards to academic studies, employment or other appropriate interaction, to include the online use and collection of personal information via our website, or in hard copy format.

Our goal is to provide you with a trusted organizational, on-campus, on-line and personalized internet, academic and work experience that delivers relevant information, resources, and services most helpful to you. We will not disclose your information to any person or organization outside of the American College of Commerce & Technology without your authorization or as required by appropriate laws. If at any time you become aware of any non-compliance or inaccuracies regarding information we have or collect, you are advised to report the problem(s) or issue(s) immediately.

### Information We Collect and How We Use it

The American College of Commerce & Technology collects certain required for employment and academic related information from you directly, from your authorized or agreed to sources, and from appropriate U.S. Government sources in the case of international students.

### How We Protect Your Information

We will not sell, rent, or lease mailing lists or other student or employment data to others, and we will not make your personal information available to any unaffiliated parties, except as follows:

- To agents and/or contractors who may use it on our behalf or in connection with their relationship with us (for example, we may use third parties to help us with designs and improvement of our data management and registration systems.
- As required by law and in relevant matters of public safety or policy, as needed in connection with the operational conduct of the American College of Commerce & Technology (for example, there may be instances where specific surveys or institutional studies are conducted), or if we believe in good faith that sharing the data is necessary with your agreement in your employment or academic interest.

### Privacy Policy Changes

If our information or practices change in a significant way, we will post and highlight the policy changes.

Dr. William Schipper  
President and CEO

