

PRIVACY STATEMENT

1. Purpose of this Statement. This statement tells you how Florida International University will collect and process your personal data when you access dep.fiu.edu and related sites including ctqp.fiu.edu and mot.fiu.edu.

This statement constitutes the Privacy Policy for the dep.fiu.edu and related sites including ctqp.fiu.edu and mot.fiu.edu only. Please note that while Florida International University College of Engineering and Computing's Division of External Programs respects individual privacy, websites of other units within FIU may have different privacy policies.

2. Automated Collection of Personal Information. As with most other web servers, when you access these web pages certain information you provide will automatically be recorded by the University. This will include your IP address, browser type, and information relating to the page you last visited. This information is processed to estimate how much usage of the server is made by different categories of users and in the event of a breach of security may be used to aid detection.

We continually strive to improve our website's offering based on the certain information we gather which includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and clickstream data, etc. While most of this information is gathered to perform website analytics some of this information may also be used to provide a more customized experience to the visitor.

It has to be noted that we do not use this data to identify individual users rather we use data to analyze trends, to administer the site, to track users' movements around the site and to gather demographic information about our user base as a whole.

3. Non-Automated Collection.

When you request information from Florida International University College of Engineering and Computing's Division of External Programs, apply online or register for any of our academic programs or special events, your contact information (including your name, address and e-mail address) is added to our mailing list so that, from time to time, we can send you information about new programs, services, and events at the school. We do not share your information with anybody outside of Florida International University College of Engineering and Computing's Division of External Programs.

Please note that Florida International University is a public university and is subject to Florida's public records law which requires that all information received in connection with state business be made available to anyone upon request, unless the information is exempt by a specific statute.

4. Third Party Access. We will not share your contact information with other organizations. We will administer the information collected and are responsible for distributing it upon request, or as necessary to other FIU departments. Information submitted via this web site will not be disclosed to third parties or other government agencies, unless required by state or federal law.

5. Legal Disclaimer. We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on our website.

6. Cookies. This website uses cookies. Cookies set by our website can be read by our web server and may contain information you have provided to us for use in connection with the purposes outlined above.

We use session ID cookies. We use these cookies to make it easier for you to navigate our site. A session ID cookie expires when you close your browser. You can remove persistent cookies by following directions provided in your Internet browser's help file.

If you reject cookies, you may still use our site, but your ability to use some areas of our site, such as contests or surveys, will be limited.

7. eCommerce Transactions. Where you are purchasing products or services or making payments we work with PCI:DSS compliant merchants and you will be redirected to their website in each case. For payments related to this Web page, you will be transferred to a website outside of the University and operated by Cybersource Corporation (US). Please refer to the merchant's privacy policy at <http://www.cybersource.com/> for information about how your data is used.

Please note that the University does not process your card details in any way but the University may receive information from Cybersource Corporation (US) that your transaction has been completed and this may also include personal information required to identify your payment which may then be processed by the University.

8. Security.

The security of your personal information is important to us. When you enter sensitive information (such as credit card number and/or social security number) on our registration or order forms we forward customers who are ready to check out to a hosted, PCI-compliant order form. Transition to this hosted order form is virtually transparent to the customer. Credit card information is transmitted using encryption. Member and purchaser information is a high priority and we use our own protective measures, as well as the capabilities of our software and hardware vendors. We do not store any of the credit card information on our servers; the webpages just collect the information which is passed on to the *Cybersource* system which handles the data and processes it.

We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

If you have any questions about security on our website, you can send email to us at dep@fiu.edu

9. Changes to this Privacy Statement. This Privacy Statement, and therefore the ways in which your data may be processed, may be changed from time to time. Any changes will only be notified via this Web page.

If you have any queries relating to the privacy statement then please contact Sandeep Varry, 305-348-7967 or svarry@fiu.edu who is responsible for the pages to which it relates.

10. Orders. If you purchase a product or service from us, we request certain personally identifiable information from you on our order form. You must provide contact information (such as name, email, and billing address) and financial information (such as credit card number, expiration date).

We use this information for billing purposes and to fulfill your order(s). If we have trouble processing an order, we will use this information to contact you.

11. Newsletters. If you wish to subscribe to our newsletter(s), we will use your name and email address to send the newsletter to you. Out of respect for your privacy, we provide you a way to unsubscribe. Please see the “Choice and Opt-out” section.

12. Choice/Opt-out. We provide you the opportunity to ‘opt-out’ of having your personally identifiable information used for certain purposes.

If you no longer wish to receive our newsletter and promotional communications, you may opt-out of receiving them by clicking on the “Contact Preferences” link included in each newsletter or communication or by emailing us at dep@fiu.edu, or you may contact us at 305-348-3701 dep@fiu.edu or Division of External Programs, College of Engineering and Computing, FIU, 10555 W. Flagler St., EC 2450, Miami, FL 33174 to opt-out.

You will be notified when your personal information is collected by any third party that is not our agent/service provider, so you can make an informed choice as to whether or not to share your information with that party.

13. Links to Other Sites. This website contains links to other sites that are not owned or controlled by Florida International University. Please be aware that Florida International University is not responsible for the privacy practices of other sites.

We encourage you to be aware when you leave our site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies only to information collected by this website.

14. Customer Service. We will communicate with you in response to your inquiries, to provide the services you request, and to manage your account. We will communicate with you by email or telephone, in accordance with your wishes.