



COLLEGE OF BUSINESS ADMINISTRATION PRIVACY STATEMENT

Overview

The College of Business Administration provides academic advising, instruction, and assessment of instruction and activities for undergraduate and graduate students. Student information is accessed through Winthrop University systems and is only used as needed for academic purposes.

What information do we collect?

- Course evaluations and comments from students (no identifiable information is collected)
- Advising information
- Student Learning Outcomes Assessment data
- Course Assessments (tests, projects, reports, presentations, homework)
- Faculty credentialing information
 - Curriculum vitae
 - Official transcripts
- Faculty performance activity information
 - Teaching
 - Scholarly Activity
 - Service
- Faculty/staff Input related to CBA operations
- Meeting minutes
 - CBA Dean's Council
 - Faculty Assembly
 - Advisory Committees
- Faculty Award Survey from students
- Emergency Contact Information for Faculty/Staff

The College of Business Administration never asks for

- Student or staff passwords

How do we use your information?

The data we collect is used in one of the following ways:

- To provide feedback to faculty and administrators for course, teaching, and curriculum improvements
- Customer service to students to help them advance through their program of study
- To determine whether students are learning and for assigning grades
- To satisfy reporting for accrediting bodies
- To evaluate faculty on an annual basis
- For tenure and promotion purposes
- Operational and process improvements
- Satisfying State requirements
- Decision-making
- Customer service to faculty/staff
- To communicate with students/faculty/staff

How do we protect your information?

- We keep most data offline in password protected computers.
- 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 are used in accreditation and assessment reporting, all identifying information are removed and data are aggregated to protect the individual student. In the case of required background check processes, data are collected on a form indicating the background check process and information is shared orally on purpose of the check. Finally employment related verifications are only performed on candidates that have accepted a job offer and candidates are notified of the process through oral discussions and links to human resources information on the Winthrop website.

Can information be corrected?

The College of Business does not directly collect identifiable information on students. All identifiable data is collected through admissions or the Registrar's Office. If changes need to be made to a student's personal information, it should be made through those offices.

Faculty personal information is provided to Winthrop University's Human Resources Department. Changes can be made through Wingspan which is a University password protected system.

Information shared with outside parties

Aggregated student learning outcomes, faculty credentialing, and faculty qualifications are shared with our accrediting bodies.

No other information is shared with third parties.

Third party links

Occasionally, at our discretion, we may include links to third party sites 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, 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 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 Student Financial Services maintain certain data.

Your Consent

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.

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, including our [University Privacy Policy](#), may be found in the Winthrop University [Policy Repository](#).

Last updated: September 4, 2019

Contact Information:

If you have any questions regarding this statement please contact:

Edie Dillé, Data Management Coordinator
College of Business Administration
Winthrop University
Thurmond Hall
Rock Hill, SC 29733
dillee@winthrop.edu
803-323-2201