



## COLLEGE OF EDUCATION PRIVACY STATEMENT

### Overview

The College of Education (COE) collects private information primarily for employment, student assessment, and accreditation expectations. The sections below further specify data collected and the purposes of such data.

### What information do we collect?

The COE collects for employment review purposes and internship clearance the following types of data from applicants. Much of these data are required for processes such as background and employment verification required by units and agencies external to the COE.

Data includes:

- Name
- SSN
- Address
- Past Employment
- Status of Educational Pursuits

The COE collects additional data related to accreditation and reporting requirements. Such data are made as anonymous as possible in all external reports through aggregation and pseudonyms. These typically include sources such as:

- Information from students
  - Assessment results
  - Advising and scheduling
  - Course evaluations
  - Surveys
  - Certification paperwork
- Information from school personnel and alumni
  - Surveys
  - School demographics
  - P-12 student performance
- Information from faculty
  - Credentials (vitae, transcripts, employment data)
  - Job performance results (related to university tenure and promotion requirements)
  - Contact information (work and emergency)
  - Surveys

No one in the COE will ever request password information, and when requesting highly sensitive information such as a Social Security Number we will provide a means to submit without the use of email or faxing.

### How do we use your information?

As indicated more specifically above, data are used for employment processes, clearance for work in agencies that require background checks, accreditation, and other assessment related reporting including the unit assessment process that drives program improvement. Additionally, information is collected to provide feedback for faculty evaluation in accordance with university practice (<https://www.winthrop.edu/uploadedFiles/facultyconference/FacultyManual.pdf>).

## How do we protect your information?

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.

Information is most often gathered through and stored in password-protected systems. Results are de-identified whenever possible, but in cases of background checks and certification some identifiable information must be shared. Course evaluation data is collected by the Associate Dean's office then shared with the faculty member through the department chair after semester grades are finalized.

## Can information be corrected?

Our Office works closely with all students regarding appropriate data entries. If you have any questions, or objections regarding the validity of your data, please contact our office as soon as possible if you believe there is an issue.

## Information shared with outside parties

Aggregated student learning outcomes, faculty credentialing, and faculty qualifications are shared with accrediting and governmental agencies. Further information for purposes of certification, background checks, and employment eligibility verification must be shared with appropriate agencies and systems that conduct checks and/or process certifications.

## 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](mailto: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

Student Data:

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.

Employment/Internship Placements/Certification:

By accepting employment, enrolling in an internship experience, or completing certification applications, you are consenting to any requirement for background check and communication with certification bodies.

## 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: January 14, 2020**

**Contact Information:**

If you have any questions regarding this statement please contact:

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