



UNIVERSITY EVENTS PRIVACY STATEMENT

Overview

The Office of University Events at Winthrop University supports the university through the planning, support, and execution of events which correlate to the strategic priorities of the “Winthrop Plan”. The office maintains steadfast dedication to upholding consistent, engaging opportunities for Winthrop constituents to establish and cultivate relationships within the on campus and off campus communities. The functioning areas of the office included: external client events, campus events, and presidential and executive events. The event types within these areas vary from private philanthropic related dinners or receptions to public ticketed concerts to campus ceremonies to paid community member weddings or social engagements and much more.

What information do we collect?

We collect:

- Personal and company information often through the reservation inquiry form on the Winthrop website, University Event’s webpage or through telephone conversations.
 - This information includes but is not limited to: Full Name, Email Address, Address, Telephone Number, Event Interests as it may relate to private events
- In order to process credit card payments, the Office of University Events makes use of the university’s online credit card processing application.
- Event payments and departmental deposits made by paper checks or cash are delivered to the Cashier’s Office.
- If performing a refund, a W9 is collected and sent to the Accounts Payable Office. This information is not kept in our office. All refund requests are performed as per the Controller’s Office procedures.

How do we use your information?

Any of the information we collect may be used but is not limited to the following ways:

- To process transactions such as
 - Receiving payments
 - If needed, processing refunds
- Generating data bases, list serves; for example
 - Preferred Vendor List
 - To share information, updates pertaining to university news and other related external events
- To complete the necessary documents to host the event at Winthrop University
- To personalize the experience (information helps us to better respond to individual needs)
- To improve our services (information helps us to more effectively respond to customer service requests and event support needs)
- To send periodic emails

How do we protect your information?

Office of University Events staff are trained to follow the privacy and confidentiality practices outlined in this statement. We also implement a variety of security measures, both physical and through the use of technology, to maintain the safety of your personal information.

Data is stored and protected by The Office of University Events in several ways.

- No credit card information is maintained in the Office of University Events.
- Paper checks and cash are hand-delivered to the Cashier's Office on the day of collection, a receipt is placed in the event file, and a copy is given to the client.
- All event information (excluding credit card information and payment information) is stored in a physical file cabinet and digitally on the secure storage.
- All hiring documents are housed in the Human Resource Department on campus.
- All finance documents are house in the Business and Finance Department on campus.
- All payment related documents are housed in the Accounts Payable Department on campus.

Can information be corrected?

The Office of University Events works closely with all clients and constituents regarding appropriate data entries. If you have any questions, or objections regarding the validity of your data, or if you believe there is an issue, please contact our office as soon as possible. Moreover, if you would like to unsubscribe from receiving information via our list serve, please email universityevents@winthrop.edu.

Information shared with outside parties

Office of University Events staff members cannot disclose any information to anyone other than the individual unless the individual has given specific written consent. Personal information on file, for events, is not disclosed to any outside party, unless we believe the release is appropriate to comply with the state of South Carolina law, enforce our site policies, or protect others or ours rights, property, or safety.

Personal Information and Public Disclosure: In the state of South Carolina, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by a government agency. At the same time, there are exceptions to the public's right to access certain records in order to preserve the privacy of individuals. Such exemptions are authorized by both state and federal laws. Information collected may be subject to inspection and copying by the public, unless such an exemption in law exists. In the event that there is a conflict between this policy and a State or federal law governing the disclosure of public records, the applicable State or federal law shall control.

The Family Privacy Protection Act of 2002 prohibits persons or private entities from using any personal information obtained from Winthrop University for commercial solicitation purposes. A person knowingly violating this prohibition is guilty of a misdemeanor and subject to the penalties specified in 30-2-50(D).

Exceptions related to shared information include:

- Event information may be shared with trusted third parties that are event vendors who assist us in providing services related to the event. For example: Catering Vendors, Audio Visual Vendors, and the like.
- We do disclose event contact information, event invitee, and event attendee information with campus groups who assist us in organization related to the event. For example: Alumni Division, Advancement Division, Office of the President, and Admissions.
- Whenever we believe release is appropriate to comply with the law, enforce our site policies, or protect ours and other's rights, property, or safety.

No financial information is disclosed to any outside party. We only discuss event invoice information with the contract lessee or their designee.

Third party links

Occasionally, at the Office of University Events discretion, we may include or offer third party services 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

For non-students, Winthrop University secures 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 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.

Your Consent

By giving us your information via the reservation inquiry form on our website, email, phone, fax, or other communication methods, you consent to our Privacy Statement.

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 15, 2020

Contact Information:

If you have any questions regarding this statement please contact:

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