

## Privacy Policy

This Privacy Policy outlines the privacy practices for McMurry University's online courses and online programs.

### **WHEN DO WE COLLECT INFORMATION ABOUT YOU?**

We collect information from you when you access our learning management systems (Moodle and VCamp360), the McMurry student portal (my.mcm), and the Office 365 portal.

### **WHAT DO WE USE YOUR INFORMATION FOR?**

We use your IP address to help diagnose problems with our server and to administer our website by identifying (1) which parts of our site are most heavily used, and (2) which portion of our audience comes from within the McMurry campus network. We monitor usage logs to determine if a student should be referred to appropriate staff members for follow up on matters of academic progress or integrity. The email address assigned to you by the university is used to send you information, respond to inquiries, and/or other requests or questions.

User information may be shared with third-party partners to the extent necessary to provide and improve web services or other communications to users. Any third parties who receive user information for this purpose are prohibited from using or sharing user information for any purpose other than providing services to users.

We may also provide your information to third parties in circumstances where we believe that doing so is necessary or appropriate to: satisfy any applicable law, regulation, legal process or governmental request; detect, prevent or otherwise address fraud, security or technical issues; or protect the rights, property or safety of us, our users or others.

### **DEVICE INFORMATION COLLECTED BY US**

We may collect information about a computer, mobile device or other device used to access McMurry web services, such as IP address, geolocation information, unique device identifiers, browser type, browser language or other information of this nature. We use this information to track access to McMurry web services.

Web server logs for the University website are retained on a temporary basis and then deleted from our systems. Web server logs for the learning management system are not deleted at any predetermined interval and are stored on the server until deemed necessary to clear them.

### **COOKIES**

Cookies are small files that are stored on your computer (unless you block them). **Your computer uses and stores cookies from McMurry website to save passwords, session ID**

**numbers, and to implement saved site preferences during future site visits.** We compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business.

### **THIRD-PARTY COOKIES**

Cookies may be set by an organization other than McMurry University. These “third-party cookies” may, for example, originate from websites such as YouTube, Twitter, Facebook, LinkedIn or other social media services for which McMurry University has implemented “plug-ins.” Since the cookie policies of these sites change over time, you should determine their policies by visiting the privacy policy pages of these sites directly.

You may disable cookies through your individual browser options. If you would like to learn more about cookies please refer to the following website: <http://www.allaboutcookies.org/>

### **LINKS TO THIRD-PARTY WEBSITES**

We may provide hyperlinks to third-party websites as a convenience to users of McMurry University web services. McMurry University does not control third-party websites and is not responsible for the contents of any linked-to, third-party websites or any hyperlink in a linked-to website. We are not responsible for the privacy practices or the content of third-party websites.

### **EMAIL POLICY**

We will not share, sell, rent, swap or authorize any third party to use your email address for commercial purposes without your permission.

### **INFORMATION PROTECTION**

To prevent unauthorized access, maintain data accuracy and ensure the appropriate use of information we gather about you, we have taken commercially reasonable steps to protect the information. However, no method of transmission over the Internet, or method of electronic storage, is 100% secure.

### **CHANGES TO THIS POLICY**

This Privacy Policy may be amended from time to time. Any such changes will be posted on this page. The effective date of this policy was December 12, 2018.