

HEARTLAND COMMUNITY COLLEGE INFORMATION PRIVACY POLICY

Heartland Community College is committed to protecting the information it retains about its students, employees, vendors, and community visitors. We encourage you to read this privacy statement carefully to understand how the information you provide may or may not be used.

Information Collection

Heartland Community College collects information both manually and automatically. These methods include, but are not limited to, academic applications, course registration forms, contracts and agreements, invoices, financial aid applications, mail correspondence received from you as well as other academic institutions and organizations, and payments by check, credit card, or bank account debit. College business is also conducted electronically. Information is also collected via the electronic transactions occurring on the College Web site including but not limited to online coursework, online registration, and e-mail. Additional information is recorded as a result of interactions with cooperating organizations such as credit card companies and the online payment service provided by “FACTS” Tuition Management.

In addition to information about you, we may passively collect information that is automatically sent to us by your Web browser or your internet service provider. This information typically includes your domain name, your user name, and your numerical IP address. The amount of information sent by your Web browser depends on its settings. Please refer to your browser help file or Web site support to learn about these settings. We use this type of information to develop statistics that help us understand how our visitors use our Web site and how we can improve it.

Information Protection

Heartland Community College uses reasonable methods consistent with industry practice to prevent unauthorized access or disclosure, to maintain data accuracy, and to ensure appropriate use of your personal information. The academic and financial information stored about each student is secured and managed in compliance with all state and federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and the Gramm Leach Bliley Act (GLBA).

Refer to the Heartland Community College Student Catalog to determine which pieces of personal information are considered to be public directory information. If a student desires to suppress this information, it must be requested in writing and directed to the Student Records in the Student Services department.

Retention and Use

Personal and academic records are retained indefinitely. We do not retain any financial information about you any longer than is necessary in order to comply with legal, tax, and auditing requirements. Historic academic information is only available to those persons providing services that require such information. For example, academic advisors who assist students with enrollment planning have access to transcript information. On the other hand, faculty members are not granted open access to transcript information in order to provide unbiased instructional services to each student.

The College may use any personal information for any legal purpose, including but not limited to institutional research and reporting. Information may be accessed by or transferred to third parties (such as contractors working with the Enterprise Resource Planning or records imaging systems), which are contractually bound to abide by our privacy policy.

We may also use your personal information to investigate security breaches or cooperate with government authorities when required by laws such as the Soloman Act or Patriot Act.

Heartland Community College will never sell the personal information about any employee, student, vendor or community visitor to any third party.

Direct Marketing and Promotional Materials

Heartland Community College may use all information collected for direct marketing purposes related only to the College and its programs, unless you specifically request that it not be used for that purpose.

Questions

If you have questions about the policy, please contact the Information Security Officer for the College at Mike.Bokus@heartland.edu.