		Date Issued: 7/23	Revision Date:	Page: 1 of 3
SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	BUSINESS POLICY AND PROCEDURE MANUAL			Classification Code: 10-16
		Section: INFORMATION TECHNOLOGY		
		Subject: SOUTHEAST MISSOURI STATE UNIVERSITY PRIVACY POLICY		

PURPOSE:

Southeast Missouri State University is committed to protecting the personal information of its students, staff, faculty, and the public. This policy explains how the University collects, uses, discloses, and protects information obtained when individuals interact with the University either through campus resources or digital platforms.

DEFINITIONS

Personal information: Personal Information is any information that a party can use to identify a person, such as name, address, email address, phone number, date of birth, and Social Security number.

Service providers: Third-party companies the University utilizes to provide services, such as hosting a website or processing payments.

Lawfully authorized: A situation in which the University is required or permitted by law to disclose personal information.

SCOPE OF POLICY

This policy applies to all individuals who utilize the University's services, including those who visit the campus or use the websites and related services. This policy covers information provided directly by the user and information gathered automatically.

POLICY

Information Collection:
The University collects personal information in a variety of ways, including:

- When it is provided directly to the University, such as when someone enrolls in a course, uses a campus resource, or participates in a university activity.
- When a person uses University services, such as campus Wi-Fi or lab computers.
- Interaction with the University using websites with the semo.edu domain.
- Personal information disclosed by users on message boards, chat rooms and social media for use by entities not under the direct control of Southeast Missouri State University.
- Participation in surveys conducted by colleges, departments or divisions of the university.

The University also collects automatically generated information, such as:

- Device details, such as MAC address, IP address, and date and time of activity.
- Usage data, such as visited pages.
- Cookie information, which is a small file that is stored on your computer when you visit the University's website.

Use of Information:
The University uses the personal information it collects for a variety of purposes, including:

- To provide, maintain, and improve University services.
- To develop new services.
- To protect the University, its data, and its users.
- To comply with legal obligations.
- To facilitate communication with students, faculty, and staff.

Information Sharing:
Southeast Missouri State University does not sell personal information to third parties. However, the University may share personal information with third parties in the following circumstances:

- With consent.
- To service providers who work on the behalf of Southeast Missouri State University.
- When the University is legally authorized or required to do so.

Data Security:
Southeast Missouri State University takes steps to protect the security and integrity of personal information. However, the University cannot guarantee the absolute security of information.

Linking to Other Sites:
Certain University-affiliated web pages provide links to external websites beyond the "semo.edu" domain, which are managed by third-party entities. It should be noted that the University bears no responsibility for the privacy policies, or the content found on these third-party websites.

User Choices:

Students, faculty, and staff have certain choices about how the University uses their personal information. For example, individuals may:

- Manage cookie settings using their computer or browser settings.
- Opt out of certain data collection practices using or tools provided by the college, department or division collecting data.

Revisions:

This Privacy Policy may be revised by the University periodically. In such instances, the University will notify users by revising the date at the top of the policy. Southeast Missouri State University may also provide additional notices in some instances. Regularly reviewing this Privacy Policy is recommended to stay informed about university information practices.