



KECK GRADUATE INSTITUTE

A Member of The Claremont Colleges

Privacy Policy

Our Commitment to Privacy

Keck Graduate Institute (KGI) is committed to maintaining the privacy and security of confidential personal information and other highly sensitive data it collects. This notice applies to all information collected or submitted to official KGI websites. The following information explains the Internet privacy policy and practices the Institute has adopted for its official websites (collectively, "Sites"). This notice should not be construed as a contractual promise, and the Institute reserves the right to amend it at any time without notice. By continuing to use KGI Sites, you accept the terms of use defined herein.

Purpose

This policy aims to inform you about how KGI collects, protects, and uses your personal information when you use KGI Sites.

Policy Statement

- KGI employs reasonable organizational, technical, and administrative measures to safeguard the personal data it collects.
- KGI cannot guarantee the security of any information transmitted through IT Resources, as no transmission or electronic storage method is completely secure.
- KGI retains personal data as long as necessary, required, or legally permitted.
- KGI collects personally identifiable Information (PII) that has been expressly and voluntarily provided through IT Resources (e.g., registering for events and conferences, joining a mailing list, applying for employment, and enrolling as a student).
- KGI may use this information to fulfill requests for information services or to communicate information of interest.
- KGI does not sell, trade, or share PII with third parties unless one or more of the following conditions apply:
 - Explicit consent was given to share the information.
 - Court orders, applicable laws, or other legal processes, such as subpoenas, require sharing.
- KGI may share information with service providers acting on its behalf to conduct outreach, development, and advertising campaigns, provided they agree to protect the confidentiality and integrity of the data.
- KGI is not responsible for the content, privacy, or security practices of any non-KGI IT Resources.
- KGI may contract with third-party vendors to advertise or communicate on non-KGI websites and digital properties.
- KGI and third-party vendors may use cookies to target ads or other communications based on prior visits to IT Resources and assess campaign effectiveness.

Scope

This policy, and all policies referenced herein, shall apply to all members of the KGI community, including faculty, students, administrative officials, staff, alumni, authorized guests, delegates, and independent contractors (the "User(s)" or "you") who use, access, or otherwise employ, locally or remotely, KGI's IT Resources, whether individually controlled, shared, stand-alone, or networked.



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Non-Personal and Automatically Collected Information

When you access and use our Sites, the client information and the essential and nonessential technical information are automatically collected—we refer to those categories collectively as "access information." No other information is collected through our Sites except "optional information" sent to us by email or online forms.

As a condition of accessing our Sites, visitor information may be collected by our web servers, content management systems, and third-party providers. This information generally includes, but is not limited to, the following:

- Client information: The Internet domain and Internet address of your computer.
- Essential technical Information: Identification of the page or service you are requesting, the browser type, operating system you are using, including where available your IP address and the date and time of access.
- Nonessential technical Information: The website's Internet address from which you linked directly to our website.

Personal Information

KGI may collect personal information when you visit our Sites or when you voluntarily share Information with KGI.

- Personal information is any information we can reasonably use to identify you under applicable laws. When you send us an email, we may collect your email address, your name, and the content of your email.
- Sensitive Personal Information includes special categories of Personal Information (e.g., racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, biometric data, data concerning health, and data concerning a natural person's sex life or sexual orientation) for which applicable law provides enhanced protections.
- Form Data: We do not collect or maintain any credit or debit card information, even when submitted via a form. Our online forms are connected to PayPal and the user inputs their payment information directly into PayPal. KGI has no access to payment information.

The Way We Use Information

Client information routes the requested Web page to your computer for viewing. In theory, the requested Web page and the routing information could be discerned by other entities involved in transmitting the requested page to you. We do not control the privacy practices of those entities. Essential and nonessential technical information helps us respond to your request in an appropriate format (or in a personalized manner) and helps us plan website improvements. Optional information enables us to provide services or information tailored more specifically to your needs or to forward your message or inquiry to another entity that is better able to do so. It also allows us to plan website improvements.



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Use of Links

At various points throughout our Sites, we provide links to other servers, including social networks that may contain information of interest to our readers. We take no responsibility for and exercise no control over the views or accuracy of the information on these websites. You may be asked by these websites to provide personal information or to release information you may have provided on our site. Please be aware that this Privacy Policy does not apply to information collected through those websites. We are not responsible for the privacy practices of these websites nor any adverse consequences that may result from your interaction with such third-party websites. We encourage you to be cautious when leaving our site and to review the privacy statements of other websites.

Web Beacons

The Sites and any communications sent by KGI may contain electronic images (generally, single-pixel “.gif” images) called “web beacons.” These web beacons allow KGI and third parties authorized by KGI to monitor and collect certain information about the viewer of a web page, email message, or other communication, such as the type of browser requesting the web beacon, the device identifier of the device the web beacon is sent to and the time the web beacon was viewed. Web beacons may be used to count unique users, visits and page views; monitor traffic and conversion patterns; personalize your experience when you visit the Sites, including advertising and content you see; and determine whether or not messages were opened, links were clicked and/or notifications/offers were acted upon.

Third-Party Advertising

We may also allow third parties to use cookies or other tracking technologies to collect nonpersonal information about your use of our Sites, including your IP address, pages viewed, and conversion information. This information may be used, among other things, to deliver advertising targeted to your interests and to better understand the usage and visitation of our Sites and other sites tracked by these third parties. This privacy policy does not apply to, and we are not responsible for, third-party cookies or other tracking technologies. We encourage you to check the privacy policies of advertisers and/or ad services to learn more about their privacy practices. If you would like more information about third-party advertising or to opt out of having your information used in this way, please visit http://www.networkadvertising.org/managing/opt_out.asp.

Web Accessibility

KGI is committed to ensuring web accessibility for everyone. These KGI Sites are designed to be accessible to visitors with disabilities and comply with federal accessibility guidelines. If you are experiencing a web accessibility issue, please contact webmaster@kgi.edu.



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Changes to This Policy

We may make changes to this policy from time to time. We will post any changes, and such modifications will become effective when they are posted. Your continued use of our services after posting any changes will mean you accept those changes.

Questions About Our Policies

If you have any questions about this privacy statement, the practices of our Sites, or your interactions with our Sites, please contact us at webmaster@kgi.edu.