

PRIVACY NOTICE FOR OFFICE OF PROFESSIONAL EDUCATION

Washington State University's Office of Professional Education (WSUPE) is committed to safeguarding the privacy of data provided by individuals who request information about our programs or register for events or activities. This Privacy Notice outlines the collection, use, and disclosure of information provided to WSUPE. When information is submitted to the University through WSUPE, or you use the University's websites, WSUPE webpages and other services, you consent to the University's collection, use, and disclosure of Information and Sensitive Information as described in this Privacy Notice.

USE OF INFORMATION

For purposes of this Privacy Notice, Sensitive Information is defined as ethnic origin, religious or philosophical beliefs, sexual orientation, trade union membership, and criminal convictions. WSUPE will not ask for Sensitive Information; any Sensitive Information provided to WSUPE will be voluntary.

For purposes of this Privacy Notice, Information refers to all other information concerning a natural person that is provided to the University.

In addition, if you have voluntarily provided information concerning your race, religion or philosophical beliefs, and sexual orientation through the registration process, it may be shared with WSUPE to identify activities of interest, to administer University policies, and to provide support services. Finally, information concerning a criminal conviction may be collected and shared with federal and international authorities to comply with applicable laws and University policies.

The University collects other Information to enter into or administer a contract with you so that you may attend programs managed by WSUPE. You are obligated to provide Information to attend these programs and your failure to do so may result in the University's inability to allow you to continue involvement with these programs. Your Information is processed by the University to manage you as a participant, sponsor, speaker, or student, e.g. manage accounts or payments, provide academic advising, develop and deliver education programs, track academic progress, provide professional education services, and enforce University policies. Your Information and Sensitive Information may also be used to analyze and improve education programs, and de-identified for regulatory reporting, auditing, for accreditation purposes, to conduct general demographic and statistical research to improve University programs, and other related University processes and functions. We also share your information with other University divisions and departments as necessary to administer and manage policies, procedures, and services. Finally, we share your Information and Sensitive Information with third parties who have entered into contracts with the University to perform these functions on behalf of the University, which include an obligation to keep them confidential.

THIRD PARTY USE OF SENSITIVE INFORMATION

We may disclose your Sensitive Information and other Information as follows:

Consent. We may disclose Sensitive Information and other Information if we have your consent to do so.

Emergency Circumstances. We may share your Information, and Sensitive Information without your consent, when necessary to protect your interests and you are physically or legally incapable of providing consent. We may also share your Sensitive Information when necessary to protect against the spread of disease.

Public Information. We may share your Information or Sensitive Information if you have manifestly made it public.

Accommodations. We may share your Information and Sensitive Information for the purpose of providing requested accommodations.

Archiving. We may share your Information and Sensitive Information for archiving purposes in the public interest, historical research, and statistical purposes.

Performance of a Contract. We may share your Information when necessary to administer a program with which you participate.

Service Providers. We use third parties who have entered into a contract with the University to support the administration of University operations and policies. In such cases, we share your Information with such third parties subject to the imposition of appropriate safeguards to prevent further unauthorized disclosure.

Required by Law. We may share your Information with third parties to the extent we are required to do so by law, court order, or subpoena, or in the exercise and defense of legal claims in a Court of law.

De-Identified and Aggregate Information. We may use and disclose Information in de-identified or aggregate form without limitation.

STUDENTS AND EMPLOYMENT APPLICANTS

Use of student and employment data can be found in the Privacy Notice for Washington State University Global Campus.

SECURITY

We implement appropriate technical and organizational security measures to protect your information when you transmit it to us and when we store it on our information technology systems. Unfortunately, no data transmission or storage can be guaranteed to be 100% secure. When you send us information over the Internet, we use industry standard SSL (secure socket layer) encryption.

COOKIES AND OTHER INFORMATION TECHNOLOGY

The University's use of cookies and other data from information technology can be found in the Privacy Notice for the Division for Information Technology.

RETENTION AND DESTRUCTION OF YOUR INFORMATION

Your information will be retained by the University in accordance with applicable federal laws, and the applicable retention periods in Washington State University's policies. Your information will be destroyed upon your request or after the expiration of the applicable retention period, whichever is later. The manner of destruction shall be appropriate to preserve and ensure the confidentiality of your information given the level of sensitivity, value and criticality to the University.

YOUR RIGHTS

You have the right to request access to, a copy of, rectification, restriction in the use of, or erasure of your information in accordance with all applicable laws. The erasure of your information shall be subject to the retention periods of applicable federal law and the record retention schedule in Washington State University's policies. You also have the right to withdraw consent to the use of your Sensitive Information, without affecting the lawfulness of the University's use of the information prior to receipt of your request. You may exercise these rights by contacting: Joni Ford, Education Manager at joni.ford@wsu.edu.

If your information was created within and transferred out of the European Union to the University, you may also file a complaint with the appropriate supervisory authority in the European Union.

UPDATES TO THIS POLICY

We may update or change this policy at any time. Your continued use of the University's website and third party applications after any such change indicates your acceptance of these changes.

Draft May 1, 2018.