



PONTIFICAL COLLEGE JOSEPHINUM

PRIVACY STATEMENT

What This Privacy Policy Covers

This policy covers how the Pontifical College Josephinum treats personal information that the Pontifical College Josephinum collects and receives. Personal information is information about you that is personally identifiable like your name, address, email address, or phone number, and that is not otherwise publicly available.

Information Collection and Use

Important Notice. You are about to begin a transaction, which will involve sending certain personal information over the internet, a public communication network. Unless you use adequate security software, any information you send over the internet may be viewable by other internet users.

Use of secure browser. To ensure a reasonable degree of security for your request you must use a web browser with secure socket layer (SSL) capability. If you do not use a SSL compatible browser, we may not be able to process your request.

Your responsibility. The accuracy and completeness of the data you enter is a key to a correct and successful transaction. If you enter incomplete or inaccurate information, your transaction may not be processed. The Pontifical College Josephinum is not responsible if you submit inaccurate or incomplete information.

Important information for users of public computers. If you use a computer at a public location, such as a library, you are responsible for maintaining the security of your personal information, including your account numbers.

System Technology. We will process your transaction by a state-of-the-art system which has been designed in accordance with good commercial practice; however, the Pontifical College Josephinum

cannot guarantee that all transactions submitted through this system will be received and successfully completed.

Firewalls. Our firewalls are a complex system of hardware and software that allow us to strictly regulate information and data that can enter and exit our servers. This ensures that only authorized access occurs. No internet customer information is stored on our internet servers. Records are stored in separate databases not directly connected to the internet.

Confirmation of completed transaction. You will see a Confirmation screen when you complete your transaction. We strongly recommend that you print and keep a copy of the Confirmation page.

Payment information. Your payment information is encrypted to prevent unauthorized access. The Pontifical College Josephinum retains only the payment information necessary to verify the transaction.

Confidentiality and Security

We limit access to personal information about you to employees who we believe reasonably need to come into contact with that information to provide products or services to you or in order to do their jobs.

We have physical, electronic, and procedural safeguards that comply with federal regulations to protect personal information about you.