



The University of Saint Joseph (“USJ”) last amended this Privacy Statement (“Statement”) on May 30, 2023. Please read it carefully.

Introduction

USJ’s web sites usj.edu and my.usj.edu (“Sites”) are intended to foster communication among the students, alumni, faculty, staff, friends, and others who together form the extended USJ community. They are a resource and forum for members of the community to exchange information of interest to them.

USJ respects the privacy of those who use these Sites. This Statement describes how USJ treats information on these Sites about students, alumni, faculty, staff, and any other users of these Sites. This Statement applies only to information collected or made available through these Sites, and not to any other information or privacy practices of USJ.

By using these Sites, you consent to USJ’s collection and use of information about you in accordance with this Statement. If you do not accept the Privacy Statement, please do not use these Sites. USJ reserves the right to change the Privacy Statement in its sole discretion and will post any changes on these Sites. If USJ decides that it is appropriate, it may also provide additional notice of more significant changes. Any modifications are effective immediately upon posting. By continuing to use these Sites after USJ posts a modified Privacy Statement, you consent to the Statement as modified.

Location of Servers and Transfer of Information to the United States

USJ’s servers are located within the United States. If you are located outside of the United States, please note that your Personal Data will be transferred to and stored on a server located in the United States. By submitting your Personal Data to USJ, you consent to this transfer and to the collection, storage, processing, and use of your Personal Data in the United States.

USJ collects two kinds of information from these Sites’ visitors: PII (personally identifiable information) and anonymous information.

Personal Data

USJ collects personally identifiable information about you, both through these Sites and otherwise (“Personal Data”). Personal Data collected on these Sites may include:

- Name
- Home and business contact information, such as postal addresses, email addresses, and telephone numbers
- Age
- Sex

- Race and ethnicity information
- Educational background
- Professional and employment-related information
- Awards, recognition, publications, and similar data
- Family information
- Financial information, such as credit card numbers and eligibility for matching contributions from your employer
- Special interests
- Other memberships and affiliations you have
- Your preferences about the use or disclosure of Personal Data

Review and Correction of Personal Data

If you would like to review, edit, or control access to your Personal Data, or if you would like to request that USJ refrain from specified uses of your Personal Data, please use any privacy options available to you on these Sites or:

- Alumni, widows and widowers of alumni, and trustees of USJ: Please contact the Office of Institutional Advancement at instadv@usj.edu
- Faculty and Staff Employees: Please contact Human Resources at hr@usj.edu
- Enrolled students: Please contact the Registrar at registrar@usj.edu

How We Use Your Personal Data

USJ uses Personal Data for the purposes for which you provide it and for other purposes unless you ask us not to do so, including but not limited to:

- Communicating with you
- Fostering communication between you and other people affiliated with USJ
- Creating and supplying electronic and non-electronic directories (one of which is the online directory for members of USJ community)
- Complying with federal and state audit and reporting requirements
- Notifying you of USJ-related events and activities
- Development and fundraising
- Maintaining records of your relationship to USJ
- Tracking and processing any application you have made to USJ, whether as a prospective student or employee

Sharing of Personal Data with Third Parties

USJ does not share, transfer, or release Personal Data to outside parties except as otherwise described in this Statement.

Some of USJ's outside service providers may have access to Personal Data when providing their services. To facilitate gifts you make to USJ online, USJ sends Personal Data relevant to the transaction (such as your name, credit card number, contact information, and the nature of your relationship to USJ) to an outside firm for processing. For development purposes, USJ may disclose Personal Data to outside research firms, which are obligated to keep the data confidential. Finally, USJ may disclose some Personal Data to USJ-affiliated organizations and alumni groups in support of approved activities, other colleges and universities seeking the location of alumni with degrees from both USJ and the requesting institution, student loan

agencies requesting federally authorized student status confirmation reports, and USJ-authorized publishers of alumni directories.

USJ may also occasionally refer you to a third-party web site to provide a special online service. For example, some USJ groups may send you to PayPal to receive a payment on their behalf. When you follow a referral or a link away from these Sites, you leave these Sites. You should review all third-party sites' privacy statements to find out how they protect your privacy.

USJ reserves the right to disclose and use Personal Data for necessary purposes, including: to protect users, other members of USJ community, or USJ's interests or property; to prevent crime, fraud, or violation of the Terms; or when USJ, in good faith, believes that the law requires it to do so.

Security

USJ takes appropriate precautions to ensure security for users of these Sites. Of course, no mechanism can guarantee that information stored electronically or transmitted over the Internet is perfectly safe. Moreover, although privacy options may be available for controlling access to your Personal Data on these Sites, please be aware that these security measures are not impenetrable, nor can USJ control the actions of other users on these Sites. Therefore, USJ does not guarantee that User Content you post or Personal Data available via these Sites will not be viewed by unauthorized persons. USJ is not responsible for circumvention of any privacy settings or security measures contained on these Sites. You understand and acknowledge that, even after removal, copies of User Content and/or Personal Data may remain viewable in cached and archived pages or in copies stored by other users. In the event USJ becomes aware of such a disclosure that does not conform to the requirements outlined in this statement, USJ will report the disclosure to all individuals and entities required by Federal and State law and take all required remedial steps.

USJ makes no warranty, guarantee or representation that these Sites are protected from viruses, security threats or other vulnerabilities or that your User Content or Personal Data is always secure. You should consider this when deciding what User Content you post or what Personal Data you authorize USJ to post.

Anonymous Information and Cookies

These Sites automatically log certain information that does not personally identify you ("Anonymous Information"). USJ uses this Anonymous Information to help manage and improve these Sites. The Anonymous Information recorded by these Sites includes, for example, your web browser, your operating system, and the date and time of your visits to these Sites.

Some parts of these Sites rely on cookies, which are small data files placed on your computer. USJ uses cookies only to improve your browsing experience. For example, cookies allow these Sites to keep your browsing session alive as you complete a web-based activity or transaction that spans multiple web pages on these Sites. USJ does not use cookies to track your preferences or to record your use of these Sites. You can disable the cookies' function, or delete existing cookies, through your web browser's options menu, but doing so may affect the functionality of these Sites.

Links to Third-Party Sites

Solely for your convenience, these Sites may contain links to third-party web sites and content providers which may interest you. If you follow any link to a third-party site, you leave these Sites. You should review those sites' privacy statements to find out how they protect your privacy.

Comments and Questions

To request a clarification of this Statement or to send comments about it, please contact USJ at ServiceDesk@usj.edu.