

ON-LINE PRIVACY & LEGAL STATEMENT

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NJC collects information that can identify you only when it is voluntarily offered. We use this information in accordance with our privacy statement. NJC reserves the right to make changes at any time to its websites. NJC may change this statement at any time.

PRIVACY STATEMENT

NJC is committed to protecting the privacy of your personal information. When you, as a parent, student, member of our alumni or other individual, provide personal information to the school (such as your name, address and telephone number), it is shared with NJC – including the Office of Advancement, The NJC Fund and NJC volunteers – for communication purposes. NJC continuously strives to strengthen the College community by connecting students, parents, alumni, faculty, staff and friends with NJC and with one another. Personal information gathered for College registration purposes is used to invite our constituents to events, inform them of opportunities for involvement and distribute publications to keep our community informed. In addition, the College solicits the financial and volunteer support of its many constituents worldwide. NJC’s fundraising, alumni relations, communications and donor services programs are all part of the Office of Advancement. The Office of Advancement keeps records of names, addresses and telephone numbers, along with other personal information that is publicly available or provided through interactions with NJC staff, volunteers and community members. You have the right to view your Advancement office file upon request – 24 hours notice is requested in order to ensure that the Director of Advancement is available to review your file with you personally and to address any questions or concerns.

All digital sources of personal information are stored in password-protected platforms, accessed by authorized members of the NJC community. Information in the Advancement Office is stored in a confidential database and in secure files located onsite in our Toronto office. **Under no circumstance is this information rented, sold or given to any external organization.** Access to this information is restricted to authorized members of the NJC community, including

volunteers who have been trained in dealing with information in accordance with our privacy standards and who have signed a confidentiality agreement. Third parties who act on behalf of NJC, such as mailing houses, are required to adhere to these privacy standards. Members of the NJC community may have access to confidential information within the password-protected areas of NJC's website, portals or online communities. Users are expected to keep confidential the information, materials and knowledge to which they have access. No information or data within any area of NJC's website, portals or online communities may be transmitted, resold or used for any commercial purpose or gain of any kind, and are for use for College-related purposes only. NJC has the right to suspend the online access or privileges of anyone who breaches this policy.

NJC's Online Portals for Parents, Students, Faculty and Staff

NJC maintains private, password-protected online areas such as portals. These areas are for the exclusive use of the NJC community including faculty, staff, parents and students. Members of the NJC community are expected to comply with appropriate NJC policies (including code of conduct, harassment and acceptable use of technology policies) and confidentiality agreement when accessing these sites.

Confidentiality Agreement: Current families of NJC are required to complete a confidentiality agreement when working with personal data, with respect to privacy laws, including access and use of information on the online parent directory. Parents agree to keep confidential the information, materials and knowledge to which they are privy, and agree not to use/circulate/share any of this information for any reason or gain of any kind. Parents agree that they will only use the online parent

directory information for school-related purposes.

NJC's Alumni Online Community The purpose of the NJC Alumni Online Community is to foster and support positive relationships among alumni and between the College and alumni, as well as connecting alumni and students in meaningful and purposeful ways. The NJC Alumni Online Community is maintained by the Office of Advancement in consultation with the NJC Alumni Online Communications Committee . The Online Communications Committee and the Office of Advancement continuously seek opportunities to enhance the Online Community. NJC cannot assume responsibility for information entered in the Online Community by individuals.

Acceptable Use: The NJC Alumni Online Community is for official use of NJC and its alumni, and for individual communication of a personal nature between members listed therein. Use of this Online Community for any other purpose is strictly prohibited and is in direct violation of copyright and constitutes misappropriation of corporate property, including but not limited to: reproducing and storing information, textual or graphic, contained in the Online Community in a retrieval system by any means (electronic or mechanical); maligning NJC staff, students or alumni; and using any information or photos contained in this directory for any private, commercial or political solicitation, mailing by post or electronic means. Membership in the Online Community requires compliance with the privacy statement and acceptable use policy. NJC reserves the right to suspend access or privileges of any member of the College community who does not use the information contained in the Online Community in a responsible manner or who otherwise breaches the privacy statement and acceptable use policy.

Entering Personal Information When you visit NJC’s websites, you may decide to provide us with your personal information by signing up online for an event, program, alumni activity or mailing list (as examples). Consequently, we may store information such as your name, address, phone number, e-mail address and other data that you provided, either electronically or in physical files. NJC makes every effort to ensure this information is stored securely. It is safeguarded against unauthorized use and access to this information is restricted to authorized members of the NJC community. Under no circumstances is your information rented, sold or traded to any organization or others outside NJC. However, your information may be released at our discretion should we deem it necessary to comply with a law, legal investigation or court order; or to protect the physical safety of our community members and College.

QUESTIONS OR COMMENTS To discuss any concerns or questions you may have about these statements, please email advancement@neuchatel.org