



POLICY TITLE

Online Student Privacy Policy

POLICY NUMBER

2-006

Responsible Unit: <i>Office of E-Learning</i>	Effective Date: <i>06/30/2019</i>
Responsible Official: <i>Vice President for Academic Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Enrollment Management</i>	Origination Date: <i>07/01/2019</i>

I. POLICY STATEMENT AND RATIONALE

SACSCOC Standard 10.6 B Policy Statements on Distance and Correspondence Education require that an institution offering distance education have written procedures for protecting the privacy of students enrolled in distance education and correspondence courses or programs.

The policy is attached hereto as Appendix A.

II. POLICY SCOPE AND AUDIENCE

This policy shall apply to every student enrolled in a distance education or online course offered by Southern University and A&M College and Southern University Online.

III. POLICY COMPLIANCE

The university and students must comply with the policy. The consequences for failure to comply are established in the Student Code of Conduct and Student Handbooks.

IV. POLICY DEFINITIONS

For purposes of this policy, the following definitions apply:

Southern University and A&M College – refers to academic departments’ courses delivered online via the LMS that are offered independently of an online degree program.

Attachment A

Privacy Policy for Online Students

We respect your privacy. This Privacy Policy explains how we collect, use, communicate and disclose and make use of personal information. The following outlines the policy:

- Before or at the time of collecting personal information, we will identify the purposes for which information is being collected.
- We will collect and use of personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law.
- We will only retain personal information as long as necessary for the fulfillment of those purposes.
- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.
- We will make readily available to customers information about our policies and practices relating to the management of personal information.

Southern University A&M College and Southern University Online are committed to business practices that adhere to this policy and the stated principles therein to ensure that all employees protect and maintain the confidentiality of your personal information.