

CENTUREON INSTITUTE

The School of the People®

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Privacy Policy

Purpose:

This policy outlines the procedures for the collection, storage, protection, sharing, and utilization of personal information gathered by Centureon Institute.

Responsible Authority:

The School President is responsible for overseeing and enforcing this policy.

Implementation:

The School President is delegated with the responsibility for implementing this policy.

Applicability:

This policy pertains to all personal information collected from visitors to the Centureon Institute website, prospective students, current students, and personnel.

Policy:

1. Information Automatically Collected:

When visiting Centureon Institute's website, non-personal information such as IP addresses, date and time of visit, browser type and language, and pages visited may be automatically collected by web servers.

2. Cookies Usage:

Centureon Institute's website may utilize cookies to personalize visitor experiences. Visitors have the option to configure their browser settings to accept or reject cookies, although rejecting cookies may impact website functionality.

3. Personal Information Provided by Choice:

Visitors may choose to provide personal information for the purpose of communication with school personnel, receiving additional information about programs, or subscribing to newsletters. Any information collected will be used solely for communication purposes.

4. Release of Information:

Centureon Institute does not rent, sell, trade, or transfer any personal information collected through the website or other sources, except as required by law or necessary to complete financial transactions. Confidential information may be shared with trusted contracted companies for operational purposes, provided they agree to maintain confidentiality.

5. Links to Other Websites:

Visitors are advised that links to third-party websites encountered on Centureon Institute's website are accessed at their own risk. Each third-party site operates under its own privacy policies, and visitors are cautioned against submitting personal information unless the site is deemed trustworthy.

6. User Information Protection:

Centureon Institute employs technological, physical, and administrative security measures to safeguard personal information against unauthorized access, disclosure, or modification. Security technologies include firewalls, data encryption, and SSL protocol for secure transmission of confidential information.

7. Publication of the Privacy Policy:

This policy is published and located in the *Consumer Information* section of all Centureon Institute website pages for accessibility

8. Website Visitor's Consent to Privacy Policy:

By using the website, visitors automatically consent to Centureon Institute's Privacy Policy.

9. Notification of Changes to the Privacy Policy:

Revisions to the privacy policy will be documented with an effective date in the Policies and Procedures Manual and published on all Centureon Institute website pages to notify visitors of any changes.

Equipment, Repair, and Maintenance Provisions:

The School President oversees the maintenance and implementation of technology necessary for adherence to this policy.

Policy Availability:

The Privacy Policy, along with related procedures, is available for review by administrative staff, faculty, students, and advisory committee members. An electronic version of the Policies and Procedures Manual is provided to new personnel during orientation and is accessible on the school's public website.