

Privacy Policy

A variety of privacy laws govern how individuals' personal data is collected and processed, including, but not limited to, Family Educational Rights and Privacy Act (FERPA), General Data Protection Regulation (the "GDPR"), Gramm-Leach-Bliley Act (GLBA) and Health Insurance Portability and Accountability Act (HIPAA). Indian Hills Community College (IHCC) is committed to complying with all applicable provisions of these laws and protecting the privacy of its students, staff and visitors to its website.

This policy describes the types of personal data IHCC collects, how the data is used, when and why the data is shared with others, how the data is processed and what rights and choices individuals have in relation to their personal data. Personal data means any information about an individual from which that individual can be identified. This policy does not apply to third-party sites not owned or operated by IHCC, even if they are linked to this site.

Personal Data Collected

Personal data is collected by IHCC through forms and tools related to admission, financial aid, registration, housing, scholarships, student services, enrollment services, continuing education and human resources, among others. IHCC only collects personal data if individuals request to access information, participate in educational programs or courses, pursue employment opportunities or engage in other services related to official college business. The following are examples of the types of personal data that may be collected by IHCC through these processes:

- Name
- Contact information including, but not limited to, email address, physical address, phone number and other location data.
- Unique personal identifiers and biographical information (e.g., title, age, date of birth, gender, race/ethnicity, citizenship information, social security number, etc.)
- Student or employee I.D. number
- Academic credentials and records
- Employment qualifications
- Financial information
- Other information pertinent to the specific interests and activities of IHCC.

Use of Personal Data Collected

The personal data collected by IHCC, or on IHCC's behalf, is utilized to respond to the action requested by the individual who provided the personal data. Personal data may be shared with IHCC offices and academic departments for purposes including but not limited, to academic and personal evaluation, planning, financial aid processing and billing, payment, scholarship awarding, visa processing and enrollment reporting/verification.

If a person refuses to provide personal data that IHCC requires in connection with one of these processes, IHCC may be unable to provide education, employment or the requested service.

How Data is Processed

IHCC acts as a data controller for personal data, meaning the college processes the data and may use third parties to process the data on its behalf. The college ensures all third parties meet the standards of protection required under privacy regulations. Third-party data processors used by IHCC include, but are not limited to:

Ellucian
NeoEd
TouchNet
National Student Clearinghouse
Lumens
Acuity

IHCC does not transfer, lease or sell personal data collected through its website to any third parties, unless the college obtains consent or is required by law to do so. Anywhere IHCC gains consent to share personal information, the college makes it clear to whom the data is being shared and for what purpose.

European Economic Area Citizens' Rights

In accordance with GDPR guidelines, individuals who are citizens of the European Economic Area have the right to:

- To request access to their personal data held by IHCC
- To request that IHCC rectify or erase their personal data
- To request that IHCC restrict or block the processing of their personal data
- Under certain circumstances, to receive personal data that IHCC stores and transmits to another without hindrance from the college, including requesting that IHCC provide their personal data directly to another that is a right to data portability; and where IHCC previously obtained their consent, to withdraw consent to processing their personal data.

To exercise these rights, please submit a request via email to IHCC's Data Protection Officer at cory.lamb@indianhills.edu. Please be aware that IHCC may be unable to afford these rights to you under certain circumstances, such as if we are legally prevented from doing so.

Questions/Concerns/Complaints

If you have questions, concerns, or complaints about how IHCC is using personal data, or wish to make any requests regarding personal data, contact IHCC's Data Protection Officer using the information listed below. Residents of the European Economic Area may also have the right to lodge a complaint with their [national data protection authority](#) (i.e., supervisory authority), which varies depending on your location.

Cory Lamb, Data Protection Officer
Indian Hills Community College

525 Grandview Ave / Ottumwa, IA 52501
(641) 683-5141
cory.lamb@indianhills.edu

IHCC may update or change this policy notice at any time.