



# The Cincinnati College of Mortuary Science

## PRIVACY POLICY

effective 2014

The Cincinnati College of Mortuary Science is committed to your online privacy. This privacy policy discloses the privacy practices for [www.ccms.edu](http://www.ccms.edu). This privacy policy applies solely to information collected by this web site. It relates to the following:

1. Your personal information that you provide to gain access to some of our content and services.
2. The use and restrictions related to your personal information.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

### **Information Collection, Use, and Sharing**

All personally identifiable information that you enter on the site is encrypted with secure server software to protect it while it is being transferred to our servers. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, including regarding the reason you contacted us. We will not share your information with any third party outside of or unaffiliated with our organization, other than as necessary to fulfill your request, e.g. to ship an order.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy. To unsubscribe, call or email us at [877-377-8433](tel:877-377-8433) or by email to [info@ccms.edu](mailto:info@ccms.edu).

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- Inquire, change, correct, delete any data we have about you.
- Express any concern you have about our use of your data.

### **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The records/computers/servers in which we store personally identifiable information are kept in a secure environment.

### **Updates**

Our Privacy Policy may change from time to time and all updates will be posted on this page.

### **Registration**

If a user completes registration within our site or is required to give certain information (such as name and email address), this information is used to contact you about the products/services on our site in which you have expressed interest. Required information is denoted with an "\*", all other information we may request is optional and not required.

## **Orders**

To complete ordering of goods or services on our site, you must provide the required information (ie: name, shipping address, contact info) and financial information (ie: credit card number, expiration date). This information is used by us or an outside credit card processing company to bill users for goods and services. These companies do not retain, share, store or use personally identifiable information for any secondary purposes beyond completing payment of your order. If we have trouble processing an order, we'll use this information to contact you.

## **Cookies**

"Cookies" are small pieces of information that some web sites store on a computer's hard drive when visited. Like many web sites, [www.ccms.edu](http://www.ccms.edu) may use aggregate data compiled by cookies to provide us information about traffic to our site. Collecting this information does not allow us to personally identify you.

## **Sharing**

We share information with our database management partner for the sole purpose of college and foundation correspondence to our Alumni. Alumni may contact our partner directly to update contact information or register online by contacting Alumni Research 855-277-5546 or contact the CCMS Alumni Relations Director at 513-761-2020.

## **Links**

This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

## **Surveys & Contests**

From time-to-time, our site requests information via surveys or fundraisers. Participation is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact and demographic information. Contact information will be used to notify the winners and awards. Survey information will be used for purposes of regulatory statistic gathering and monitoring or improving the use and satisfaction of this site.

**If you feel that we are not abiding by this privacy policy, you should contact us by telephone at [877-377-8433](tel:877-377-8433) or [513-761-2020](tel:513-761-2020) or by email to [admin@ccms.edu](mailto:admin@ccms.edu).**