



## Privacy Policy

International College is committed to respecting the privacy of users of all systems. This privacy policy sets out how International College uses and protects any information shared with the college when using our website. We do not collect personally identifying information about you when you visit our site, unless you choose voluntarily to provide such information. Should we ask you to provide certain identifying information, you can be assured that it will only be used in accordance with this policy.

### **Reading or Downloading**

We collect and store only the following information about you: the domain name of the internet provider from which you access the internet (for example, domain.com, if you are connecting from an online account, or aub.edu if you are connecting from an academic domain such as the American University of Beirut), location of your provider, the date and time you access our site, and the internet address of the website from which you linked to our site.

We collect this information to measure the number of visitors to the different sections of our site and to help us make our site more useful to visitors.

### **Links to other websites**

Our website may contain links to other sites of interest to IC users. However, once you have used these links to leave our site, you should note that we do not have any control over these other websites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide while visiting them. These sites are not governed by this privacy policy. You should exercise caution and look at the privacy statement applicable to that website.

### **Sending us an Email**

You may decide to send us personally identifying information, for example, in an electronic mail message containing a question or comment, or by completing a web form that provides this information. We use personally identifying information

from email primarily to respond to your requests. We may forward your email to other employees who are better able to answer your questions. We may also use your email to contact you in the future about our programs or events that may be of interest.

## **Directories**

Information provided by you that you choose to be included in any directories on our website, such as the alumni directory or mentoring/careers site, will be accessible to other members of our online community. However, this information is not accessible to the general public. You may choose to be included or excluded from these directories at any time. We may provide your contact information to class agents, reunion organizers and other groups directly affiliated to IC so they can contact you about events.

## **Class Letters and Alumni News**

You are invited to submit personal news items for publication on the website, class letters, IC newsletters, and other publications. Any information submitted will be accessible to members of your class, the online community and those on the school's mailing lists. Some information from publicly available sources, such as newspapers and other websites, may be reprinted even when it has not been directly submitted by an individual.

We want to be very clear: We will not obtain personally identifying information about you when you visit our site, unless you choose to provide it voluntarily. Except as might be required by law, we do not share any information we receive with any outside parties.

If you sign up for one of our email lists, we will send you only the kinds of information you have requested. We won't share your name or email address with any outside parties. Your email may be shared with your class agent, reunion organizer or other Alumni groups in order for them to contact you about special events and other items of potential interest. These groups should not use your email for any other purposes. If you receive inappropriate emails, please forward them to [iclb@ic.edu.lb](mailto:iclb@ic.edu.lb). IC reserves the right to terminate access to this site should any individual violate the privacy of another user.

## **Opt-Out or Change Your Contact Information**

Our site provides users the opportunity to opt-out of receiving communications from us by contacting us at [iclb@ic.edu.lb](mailto:iclb@ic.edu.lb). You may choose to receive only specific communications or none at all. You may also update your contact information by contacting us at [iclb@ic.edu.lb](mailto:iclb@ic.edu.lb) and providing your updated contact information.

You cannot remove yourself from our database, but you can prevent unwanted communication should you desire.

**Changes to this statement**

International College will occasionally update this privacy policy to reflect changes in policy or feedback from our users. We encourage you to periodically review this policy to remain informed of how International College is protecting your information.

Last Updated: November 2019