

Web Privacy and Security Statement

May 17, 2013

The USA English Language center respects your privacy. Web servers are generally capable of collecting, storing, and analyzing a variety of information about those who visit the site. Our goal is to keep the information collected at this website secure and to use it only for purposes for which it was intended or to improve the quality of the web service we provide. To inform you of our policies, we provide the following detailed information about our data collection processes.

In some cases, USA English Language Center contracts with commercial services for specific web services, generally related to financial transactions, and links to their sites for those transactions. If you are redirected to another site, something other than "sduis.edu/els" in the URL, privacy and security are governed by the policies of those services and are documented by those sites.

What information does USA English Language Center collect on its website?

We collect personal information (such as name, address, phone, e-mail address) only if you provide it to us voluntarily through e-mail, registration forms, information request forms or surveys, or otherwise. Personal information is kept confidential and will not be disclosed to third parties except as may be required by law. Credit card information, passport numbers visa information and social security numbers are only collected for specific purposes where the information is required for the transaction, such as to register you in a course or program. Any information of that nature is saved on our secure server and is only accessible to authorized employees to process payments or registrations or for other legitimate purposes. Once processed, the information is deleted from the server. Credit card information collected via commercial services and payment gateways are not stored on our server.

Cookies are pieces of information that a website transfers to an individual's computer hard drive for recordkeeping purposes. Official SDUIS.edu/esl web pages will not issue "cookies" to anyone who visits those web pages, except for the purpose of remembering log-in information or user preferences. Cookies will never store private information but will only reference such information elsewhere. In those cases, cookies are used only to record security keys with limited lifetimes for your convenience in accessing other secured pages.

SDUIS.edu/esl also uses services which will issue cookies from their own servers and which will be able to track website visitors throughout SDUIS.edu/esl web pages and through any other sites that use those services. SDUIS.edu/esl does not control how those cookies are issued, or the data that they store. Examples of services being used on the SDUIS.edu/esl website which track website visitors are :

- [Google](#)
- [Facebook](#)

Our web server software automatically logs the following information each time someone visits our website: date, time, Client IP, Server IP, web browser, URLs of page requested and referring page, among others. We use the information gathered to help us improve our website.

Certain personal information is used to provide information back to you, such as grades, transcripts, etc. We do not and will not sell your personal information to anyone. Certain postal information may be provided to our mailing service that handles the distribution of class materials and announcements.

We care about the safety and security of your transaction. We use SSL (Secure Sockets Layer) to communicate with your browser software when you register with us online. SSL is the industry standard security protocol, which makes it extremely difficult for anyone else to intercept your credit card or other information that you send us.

We have instituted safeguards to check that our internal procedures meet our high policy standards. Only authorized employees have access to the information you provide us.

The privacy of communication over the Internet cannot be guaranteed because the Internet is not a secure medium. SDUIS.edu/esl does not assume any responsibility for any harm, loss or damage you may experience or incur by the sending of personal or confidential information over the Internet by or to SDUIS.edu/esl.

If you have questions about our privacy statement, please contact us at (619) 297-1999.

Consent

By using this site, you signify your consent to SDUIS.edu/esl's online privacy statement. If you do not agree to this privacy statement, please do not use this site. We reserve the right, at our discretion, to update, change, modify, add, or remove portions of this privacy statement from time to time.

This Web Services Privacy and Security Statement has been developed with the recognition that Internet technologies are rapidly evolving and that underlying standard business models are still not well established. Accordingly, this statement is subject to change. Any such changes will be posted on this page.