

Statement of Privacy

Ozark Christian College is committed to protecting your privacy and giving you a safe online experience. This Statement of Privacy applies all Ozark Christian College websites and governs data collection and usage. The information below has been compiled to better serve those who are concerned with how their “Personally Identifiable Information” (PII) is being used online. PII, as used in U.S. privacy law and information security, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. Please read this statement to get a clear understanding of how we collect, use, protect, or otherwise handle your PII. By using the Ozark Christian College website, you consent to the data practices described in this statement.

Information specific to European Union individuals is located at the conclusion of this statement.

Collection of Your Personal Information

What personal information do we collect from people that visit our website or web portal?

When ordering or registering from the website or web portal, Ozark Christian College may collect personally identifiable information, such as your email address, name, home or work address, or telephone number. Ozark Christian College may collect anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, interests, and favorites.

There is also information about your computer hardware and software that may be collected by Ozark Christian College. This information can include your IP address, browser type, domain names, access times, and referring website addresses. This information is used by Ozark Christian College for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Ozark Christian College website.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through Ozark Christian College public message boards or social media, this information may be collected and used by others.

How do we use your information?

Ozark Christian College may use the information we collect from you when you register, make a purchase, sign up for a service, or make a donation to the college.

Ozark Christian College will not monitor electronic communications as a routine matter, but it may do so to ensure systems are being used in compliance with organizational policy and for purposes of maintaining the integrity and effective operation of the electronic communications systems.

All users should understand that privacy exists in electronic communications only to the extent at which the user protects the data being communicated.

Ozark Christian College reserves the right to inspect and disclose the contents of electronic communications:

- In the course of an investigation triggered by indications of misconduct or misuse
- When a need to protect the health or safety of the organization or an individual is identified
- As may be required to prevent interference with system operations
- As may be necessary to locate information required for corporate business

Ozark Christian College will inspect and disclose the contents of electronic communications when such action is necessary to respond to legal processes.

Ozark Christian College encourages you to review the privacy statements of websites you choose to link to from Ozark Christian College so that you can understand how those websites collect, use, and share your information. Ozark Christian College is not responsible for the privacy statements or other content on websites outside of the Ozark Christian College and Ozark Christian College family of websites.

Use of Your Personal Information

Ozark Christian College collects and uses your personal information to operate the Ozark Christian College website and deliver the services you have requested. Ozark Christian College also uses your personally identifiable information to inform you of other products or services available from Ozark Christian College. Ozark Christian College may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

Ozark Christian College does not sell, rent, or lease its customer lists to third parties. Ozark Christian College occasionally may contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (email, name, address, telephone number) is not sold, rented, or leased to the third party. In addition, Ozark Christian College may share data with trusted partners to help us perform statistical analysis, send you emails or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to Ozark Christian College, and they are required to maintain the confidentiality of your information.

Ozark Christian College does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

Ozark Christian College keeps track of the web pages our customers visit within Ozark Christian College's website in order to determine what Ozark Christian College services are the most popular. This data is used to deliver customized content and advertising within Ozark Christian College to customers whose behavior indicates that they are interested in a particular subject area.

Ozark Christian College websites will disclose your personal information without notice only if required to do so by law or in good faith that such action is necessary to: (a) conform to the edicts of the law or comply with legal processes served on Ozark Christian College or the website; (b) protect and defend the rights or property of Ozark Christian College; and (c) act

under exigent circumstances to protect the personal safety of users of Ozark Christian College or the public.

Email

Ozark Christian College only communicates electronically with individuals or groups who are seeking information about the college, already have an established relationship with the college, or have given permission to a third-party to provide their information to the college (e.g., prospective students).

On occasion, we will send some or all of our constituents emails that provide information about the college as well as opportunities for involvement. Anyone who prefers not to receive these emails can unsubscribe at the bottom of each email. If you believe you have received a suspicious email from the college that appears to be fraudulent, please contact the college so that we can investigate the matter.

All email messages received from our constituents are kept completely confidential and will only be shared with permission or as required by law enforcement.

Use of Cookies

The Ozark Christian College website uses “cookies” to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you. One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the web server that you have returned to a specific page. For example, if you personalize Ozark Christian College pages, or register with Ozark Christian College site or services, a cookie helps Ozark Christian College recall your specific information on subsequent visits. This simplifies the process of recording your personal information such as billing addresses, shipping addresses, and so on. When you return to the same Ozark Christian College webpage, the information you previously provided can be retrieved, so you can easily use the Ozark Christian College features that you customized.

You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies, if you prefer. If you choose to decline cookies, you may not fully be able to experience the interactive features of the Ozark Christian College services or websites you visit.

Ministry Openings, Internships, and Student/Alumni Profile Listings

Ministry Opportunities

Ozark Christian College provides information on volunteer and ministry opportunities as a service to churches and ministries. The college tries to keep the information up-to-date and as accurate as possible. The college reserves the right to edit, decline, or remove any information submitted. The college does not investigate or endorse the suitability of the individuals who chose to apply. Users are responsible to investigate the experience, qualifications, and backgrounds of all applicants.

OCC Student and Alumni Profile Listings

Ozark Christian College students and alumni may elect to participate in providing personal and professional information on the college website Ministry Openings and Internships page. Students and alumni may edit or remove their information from this site at any time by contacting the Ministry Center Team at ministry.center@occ.edu.

Security of Your Personal Information

Ozark Christian College secures your personal information from unauthorized access, use, or disclosure. Ozark Christian College secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use, or disclosure. When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption.

The Ozark Christian College website (occ.edu) does not collect, store, or transmit any credit card information. Online donations, purchases, event registrations, and all other online financial transactions are handled through secure third party providers. Ozark Christian College assumes no responsibility for the security or privacy of any credit and bank card transactions handled by these providers.

Fair Information Practices

The Fair Information Practices Principles form the backbone of privacy law in the United States and the concepts they include have played a significant role in the development of data protection laws around the globe. Understanding the Fair Information Practice Principles and how they should be implemented is critical to comply with the various privacy laws that protect personal information.

In order to comply with Fair Information Practices, should a data breach occur we will notify the users via email within 7 business days.

We also agree to the individual redress principle, which requires that individuals have a right to pursue legally enforceable rights against data collectors and processors who fail to adhere to the law. This principle requires not only that individuals have enforceable rights against data users, but also that individuals have recourse to courts or a government agency to investigate and/or prosecute non-compliance by data processors.

Refund Policy

In order to meet Internal Revenue Service requirements for tax deductibility, funds donated to Ozark Christian College are considered non-refundable. However, if one of the following apply, funds donated can be returned to you at your discretion:

1. Funds were donated in error. If you inadvertently made a contribution to Ozark Christian College please contact us immediately at 417-626-1218 to void the transaction. If you do not contact us within 24 hours of the transaction occurring, OCC cannot return the funds to you.
2. OCC is unable to fulfill the particular initiative for your donation. If you are donating to a particular initiative and we are unable to execute that initiative, we will contact you to

discuss if you prefer your funds to be applied to another ministry initiative or if you prefer your funds be returned to you.

Refunds for event participation will be reviewed and approved if appropriate by the Vice President of College Relations.

COPPA (Children Online Privacy Protection Act)

When it comes to the collection of personal information from children under 13, the Children's Online Privacy Protection Act (COPPA) puts parents in control. The Federal Trade Commission, the nation's consumer protection agency, enforces the COPPA Rule, which spells out what operators of websites and online services must do to protect children's privacy and safety online. Ozark Christian College does not specifically market to children under 13.

Disclaimer

The Ozark Christian College web pages are frequently updated and improved. New content will be added as it is available. Although we attempt to keep information in the Ozark Christian College website accurate, the accuracy of the information provided cannot be guaranteed. All parties providing information on the Ozark Christian College website warrant that the copying, distribution, and use of such materials in connection with the Ozark Christian College website will not violate any other party's proprietary rights. The seals and logos of Ozark Christian College are copyrighted, trademarked, and may not be used in any web pages, electronic, or other publications without the prior written permission of Ozark Christian College.

The Ozark Christian College web pages are maintained by many departments on campus. For general information about this website or to report problems about it, please send an email to communications@occ.edu or call 417-626-1234.

The personal staff pages maintained on the Ozark Christian College web servers are the sole responsibility of the individuals who have chosen to make information publicly available on the web. The personal home pages along with the opinions and information contained within are the creation of the individual and do not necessarily reflect the opinions of Ozark Christian College.

Computer and network resources (including the material contained in the Ozark Christian College web) at Ozark Christian College are provided for the educational and school-related activities of our faculty, staff, and students. Links to external sites are provided as a service, and do not imply endorsement nor guarantee of service by Ozark Christian College.

Ozark Christian College does not represent or warrant that the information available on or through the site is correct, accurate, timely, or reliable. We reserve the right in our sole discretion to edit or delete any information or other content appearing on the site. Third party content may appear on the site or may be accessible via links from the site. We are not responsible for and assume no liability for any mistakes, defamation, omissions, falsehood, obscenity, or profanity in the statements, opinions, or representations from any third party content on the site. The information and opinions in the third party content represent solely the thoughts of the author and is neither endorsed by nor does it necessarily reflect the opinion of Ozark Christian College.

Ozark Christian College reserves the right and you authorize us to edit and use any information submitted by you. All remarks, suggestions, ideas, graphics, or other information communicated by you to us (collectively, a "Submission") will forever be our property. Without limitation, we will have exclusive use and ownership of all present and future existing rights to the Submission of every kind and nature everywhere. Ozark Christian College will be entitled to edit and use the Submission for any commercial or other purpose whatsoever, without compensation to you or any other person sending the Submission. You acknowledge that you are responsible for whatever material you submit and you have full responsibility for the message, including its legality, reliability, and copyright. You agree to indemnify, defend, and hold Ozark Christian College, its agents, officers, directors, employees, subcontractors, successors, and assigns harmless from any liability, loss, claim, and expense, including reasonable attorney's fees, related to your use of the site. OCC shall not be liable for any loss, injury, claim, liability, or damage of any kind resulting in any way from (a) any errors in or omissions from the site (b) the unavailability or interruption of the site or any features thereof, (c) your use of the site, (d) the content contained on the site, or (e) any delay or failure in performance beyond our control. The venue for any legal controversy or claim arising out of or relating to this agreement or our services shall be in Jasper County, Missouri, solely by binding arbitration in accordance with the commercial arbitration rules of the American Arbitration Association.

Information for European Union Individuals

The legal bases for using your personal information.

We collect, use, and share your personal information where we are satisfied that we have an appropriate legal basis to do this. This may be because:

- Our use of your personal information is in accordance with your consent (for example, when you agree to disclose your information to a potential employer).
- Our use of your personal information is in our legitimate interest as a commercial organization (for example in order make improvements to our website and to provide you with information you request); you have a right to object to processing as explained in the section below entitled Your Legal Rights;
- Our use of your personal information is necessary to perform a contract or take steps to enter into a contract with you (for example where we use your payment information when you purchase services as an employer using the website); and/or
- Our use of your personal information is necessary to comply with a relevant legal or regulatory obligation that we have (for example, where we are required to disclose personal information to a court or tax authority).

If you would like to find out more about the legal bases on which we process personal information, please contact us using the details below.

Your Legal Rights. Subject to certain exemptions, and in some cases dependent upon the processing activity we are undertaking, European Union individuals have certain rights in relation to their personal information:

Right to access, correct, and delete your personal information: You have the right to request access to the personal information that we hold about you including: (a) the source of your personal information; (b) the purposes, legal basis, and methods of processing; (c) the data

controller's identity; and (d) the entities or categories of entities to whom your personal information may be transferred.

You also have the right to request that we delete your information. We are not required to comply with your request to erase personal information if the processing of your personal information is necessary for compliance with a legal obligation or for the establishment, exercise, or defense of legal claims.

Right to restrict the processing of your personal information: You have the right to restrict the use of your personal information when: (i) you contest the accuracy of the data; (ii) the use is unlawful but you do not want us to erase the data; (iii) we no longer need the personal information for the relevant purposes, but we require it for the establishment, exercise, or defense of legal claims; or (iv) you have objected to our personal information use justified on our legitimate interests verification as to whether we have a compelling interest to continue to use your data. We can continue to use your personal information following a request for restriction, where:

- we have your consent; or
- to establish, exercise or defend legal claims; or
- to protect the rights of another natural or legal person.

Right to data portability: To the extent that we process your information (i) based on your consent or under a contract; and (ii) through automated means, you have the right to receive such personal information in a structured, commonly used, machine-readable format, or you can ask to have it transferred directly to another data controller.

Right to object to the processing of your personal information: You can object to any processing of your personal information which has our legitimate interests as its legal basis, if you believe your fundamental rights and freedoms outweigh our legitimate interests. If you raise an objection, we have an opportunity to demonstrate that we have compelling legitimate interests that override your rights and freedoms.

Right to obtain a copy of personal information safeguards used for transfers outside your jurisdiction: You can ask to obtain a copy of, or reference to, the safeguards under which your personal information is transferred outside of the European Economic Area (EEA).

Right to lodge a complaint with your local supervisory authority: You have a right to lodge a complaint with your local supervisory authority if you have concerns about how we are processing your personal information. We ask that you please attempt to resolve any issues with us first, although you have a right to contact your supervisory authority at any time.

How to Exercise Your Rights: If you would like to exercise any of the rights described above, please send us a request via email at help@occ.edu. In your message, please indicate the domain for which you are inquiring about, the right you would like to exercise and the information that you would like to access, review, correct, or delete. We may ask you for additional information to confirm your identity and for security purposes, before disclosing the personal information

requested to you. We reserve the right to charge a fee where permitted by law, for instance if your request is manifestly unfounded or excessive.

We may not always be able to fully address your request, for example if it would impact the duty of confidentiality we owe to others, or if we are legally entitled to deal with the request in a different way.

Cross-border Transfer of Information. We generally maintain servers and systems in the United States hosted by third party service providers. We also may subcontract the processing of your data to, or otherwise share your data with, other third parties in the United States or countries other than your country of residence. As a result, where the personal information that we collect through or in connection with the website is transferred to and processed in the United States or anywhere else outside the European Economic Area (EEA) for the purposes described above, we will take steps to ensure that the information receives the same level of protection as if it remained within the EEA, including entering into data transfer agreements, using the EU Commission approved Standard Contractual Clauses, or by relying on certification schemes such as the EU - US Privacy Shield. You have a right to details of the mechanisms under which your data is transferred outside the EEA.

Changes to This Statement

Ozark Christian College will occasionally update this Statement of Privacy to reflect company and customer feedback. Ozark Christian College encourages you to periodically review this statement to be informed of how Ozark Christian College is protecting your information.

Contact Information

Ozark Christian College welcomes your comments regarding this Statement of Privacy. If you have any comments or believe that Ozark Christian College has not adhered to this Statement, please contact the Information Technology Office at 417-626-1234.