

## 3. Student Confidentiality and Privacy Policy

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Last updated: September 1, 2017

### 1. Purpose of Policy

Babel University Professional School of Translation (the School) intends to treat the privacy of its students seriously as a matter of respect for each student's fundamental right to privacy of their personal information. This Student Privacy Policy serves to outline the School's commitment to privacy and to ensure high standards of confidentiality and security of students' information.

### 2. Scope of Policy

This Policy deals with the collection, retention, use, disclosure, security and access to students personal information. It applies to all students including regular students and coursework students who study at the School and higher degree candidates who are involved in research at the School (the Student).

### 3. Collection and Retention

- 1) The School collects students' personal information (Personal Information) in order to assist the provision of its services of education and training to students. Personal Information will not be collected unless it is relevant for a purpose related to a function or activity of the School. No Personal Information will be collected by unlawful or unfair means.
- 2) Where the School collects Personal Information for inclusion in a record, the School will take all reasonable steps to ensure that each individual of students is made aware of the purpose for which the information is being collected.
- 3) Details of Personal Information are collected for the purposes of the following:
  - processing enrollments and inquiries;
  - communicating accurately with students;
  - matching courses with students' needs;
  - dispatching course information;
  - enrollment procedures;
  - delivering course texts, lectures, instructions, questions and answers and other materials;
  - managing record keeping;
  - managing students' account details;
  - compiling statistics and market research.
- 4) The School will ensure that the collection of Personal Information does not intrude to an unreasonable extent upon the personal affairs of the individual concerned and that information collected is up to date and complete.
- 5) The School websites may use cookies and IP address data in order to collect information regarding website usage; IP addresses are not matched with Personal Information.

- 6) Personal Information is retained in data storage of the School's computers.

#### **4. Use and Disclosure**

- 1) The School acknowledges and respects the privacy of Personal Information.
- 2) The School uses Personal Information only for the purpose that it was collected in order to provide students with the School's education and training services, to communicate with students, faculty members and instructors, and staff, and to communicate with nominated people in the event of an accident or emergency.
- 3) The School does not provide Personal Information to external third party companies for the purpose of commercial use, provided, however, that the School may provide Personal Information to the affiliated companies, namely, Babel K.K. (Co., Ltd.) for the benefit of students receiving useful information and services from them.
- 4) The School also collects statistical information in order to improve the level of service provision, provided, however, that none of this information may be directly attributable to any individual of students.
- 5) The School may be required to provide Personal Information to external organization such as The Distance Education Accrediting Commission (DEAC), Council for Higher Education Accreditation (CHEA), US Department of Education (DOE), and other designated authorities in order to provide specific services and as required by law. The School may do so if required.
- 6) The School may disclose information of a student who violates the School's rules and disciplines including Policy on Student Integrity and Academic Honesty.
- 7) Personal Information will not be disclosed to a third party, other than as described above, without the written consent of individual concerned. Students wishing to authorize the School to release their Personal Information to third party (ies) shall submit a student authority to release information form to the School.

#### **5. Quality of Data**

The School relies on students to advise of change in Personal Information in order to maintain complete, accurate and up-to-date records. The School will ensure that records are accurate, up-to-date, complete, and not misleading. The School requests updated information from students as the enrollment procedure.

#### **6. Access and Correction**

- 1) All students have the right to access to and inspect their own Personal Information held by the School free of charge. An individual may apply to receive a copy of their

Personal Information held by the School. The School may charge a nominal fee for this service. Personal Information of students cannot be released to parents, partners or any other external party without the student's written consent. Disclosure to a third party will only be granted after receiving written permission.

- 2) If a record is found to be inaccurate, a correction will be made. Where an individual requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment are noted on the record.

## **7. Complaints**

Any and all complaints regarding a privacy matter of Personal Information will be handled by Educational Director of the School.