



POLICE SCIENCE INSTITUTE

POLICE SCIENCE INSTITUTE ("PSI") takes matters pertaining to your privacy with the utmost seriousness. It is our policy to in all ways and at all times respect the privacy of our students and applicants, and, to undertake and implement all measures necessary in order to fully protect their personal information.

WHAT THIS PRIVACY POLICY COVERS

- This **PRIVACY POLICY** covers the methods by which *POLICE SCIENCE INSTITUTE* treats and protects personally identifiable information that *POLICE SCIENCE INSTITUTE* collects and receives upon and post-Program enrollment, including information related to any past use of *POLICE SCIENCE INSTITUTE* products and services by the applicant / enrollee;
- For the purposes of this **PRIVACY POLICY**, we define “personal information” as any and all data supplied by you that reflects your personal identification to include (but not limited to) your name, address, email address and/or telephone number, as well as any other such supplied personal information that might not otherwise be publicly available; and,
- This **PRIVACY POLICY** however does NOT apply to the practices, procedures and otherwise similar protocols of persons, entities and/or companies that *POLICE SCIENCE INSTITUTE* does not own or control, nor similarly to any person or persons that *POLICE SCIENCE INSTITUTE* does not directly employ or manage.

INFORMATION COLLECTION AND USE

- **GENERAL USAGE INFORMATION.** *POLICE SCIENCE INSTITUTE* retains information about all users collectively, such as what website areas users visit and what services members use. This data is automatically retrieved. This type of general information is not used to identify specific users, but in an aggregate form to help us analyze traffic patterns and enhance our service to better serve our users and advertisers;
- **POLICE-INSTITUTE.COM REGISTRATION.** When you register at *police-institute.com*, we ask for personal information from you (name, email, gender, etc.). Once you login to our services with your member ID and password (that identifies your registration data), you are not anonymous to us. Both General Usage Information and any personal details you provide to us is used to enhance and customize content, identify (and in some cases validate) you when you post content, join or teach a class, or, access any of our member-privileged services, and;

CREATING, JOINING, TAKING, OR USING OUR VIRTUAL CLASSROOM SOFTWARE. When you create, join, take or use our Virtual Classroom Software, you are not anonymous to us, to our instructor(s) within the class, nor to the student(s) within the class you have enrolled or created. Personally identifiable information about you, such as your *police-institute.com* member ID, your first and last name, and, your email address is made available to fellow class participants within the class you have joined or created. This information is released and shared with your fellow classmates to better enhance your online education and to promote free and open inquiry, as well as to hold class participants personally responsible for their work within the online class. We are not responsible for how fellow class participants (instructors and/or students) decide to use this information about you.

INFORMATION SHARING AND DISCLOSURE

POLICE SCIENCE INSTITUTE utilizes all such received and recorded personal identifiable information in order to: a.) customize the advertising and content you view on our website, b.) most efficiently and securely fulfill your requests for and inquiries about **POLICE SCIENCE INSTITUTE** products and services, c.) improve our services to you and to the general public, d.) contact you, and/or, e.) conduct research.

POLICE SCIENCE INSTITUTE DOES NOT rent, sell or in any other form or manner share, your personal information with any other persons, entities or non-affiliated companies, except to provide products or services you have formally requested once we have obtained your permission to do so, or, under the following “special” circumstances:

- We occasionally may provide such information to trusted business partners, entities and affiliates who work on behalf of or with **POLICE SCIENCE INSTITUTE** under strict Confidentiality Agreements. These partners / entities / companies may utilize your personal information in order to assist **POLICE SCIENCE INSTITUTE** in communicating with you regarding offers from **POLICE SCIENCE INSTITUTE** in conjunction with their respective marketing efforts. However, these partners / entities / companies do NOT maintain any independent right(s) to share this information further;
- We properly respond to subpoenas, court orders and all methods of legal process, as well as establishing and/or exercising our legal rights to bring or defend all legal claims and actions;
- We believe it to be necessary to share information in circumstances with regard to investigating, preventing and/or taking action(s) pertaining to illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person(s), violations of **POLICE SCIENCE INSTITUTE'S** “Terms of Use”, and/or, as may otherwise be required by law; and,
- We retain the right to transfer your personal information in the event **POLICE SCIENCE INSTITUTE** is acquired by or merged with another company. In this event, **POLICE SCIENCE INSTITUTE** will notify you prior to any such personal information being transferred, and, shall apprise you therewith of any and all applicability of a different Privacy Policy to thereafter be governing.

Data relevant to your activity within the Virtual Classroom is provided to the instructor(s) of the class you are taking or teaching. This data includes your member ID, page(s) accessed, date and

time of accessing pages, and, the type of web browser you are using. This data is only released to the instructor and not to other people or companies. We do not release any data to the instructor that would pose a potential security threat to our service (and, we do not and will not release IP addresses or "cookies").

POLICE SCIENCE INSTITUTE considers the instructor the owner of the content and activity within the Virtual Classroom, and, as a service to the instructor and to better promote online education, we provide logs of class activity to the instructor of the class in order to help him/her better improve his/her intellectual environment, to better understand "traffic flow", and, to determine the level of class participation by individuals students. While *POLICE SCIENCE INSTITUTE* does not sell or give its member list to other persons or companies, it is important to note that (if you choose to use our Virtual Classroom software), fellow class participants may obtain some identifiable information about you.

“COOKIES”

A "cookie" is a small piece of information sent by a web server to store on a web browser so it can later be read back from that browser. This is useful for having the browser remember some specific information and to help maintain "state". A cookie can not read data off your hard disk or read cookie files created by other websites. *POLICE SCIENCE INSTITUTE* may use cookies in order to help identify you when you visit our site. All of our member-privileged services require the use of cookies, but our public sites do not. For example, our homepage, schools, departments and viewing of all public information does not require cookies, whereas joining or creating a class will require the use of a cookie.

POLICE SCIENCE INSTITUTE utilizes "web beacons" in order to access *POLICE SCIENCE INSTITUTE* "cookies" both within and outside of our network of web sites, and, in connection with *POLICE SCIENCE INSTITUTE* products and services.

YOUR ABILITY TO EDIT AND DELETE YOUR ACCOUNT INFORMATION

If you have registered on the *police-institute.com* service as a *POLICE SCIENCE INSTITUTE* enrollee, you have access to your personally identifiable information. You can update or correct this information under "Student Directory" by clicking on the link "My Profile". Your profile is unique and secured by your Student Club Member ID and Password.

POLICE SCIENCE INSTITUTE reserves the right to transmit to you certain communications relating to *POLICE SCIENCE INSTITUTE* services, such as service announcements, administrative messages and the *POLICE SCIENCE INSTITUTE* Newsletter (all considered part of your *POLICE SCIENCE INSTITUTE* Account), without offering you the opportunity to "opt-out" of receiving them.

CONFIDENTIALITY AND SECURITY

POLICE SCIENCE INSTITUTE strictly limits access regarding your personal information to *POLICE SCIENCE INSTITUTE* employees who we reasonably believe need to interact with that information in order to provide *POLICE SCIENCE INSTITUTE* products or services to you, or, must do so in furtherance of their respective jobs / positions within *POLICE SCIENCE INSTITUTE*.

POLICE SCIENCE INSTITUTE has carefully installed physical, electronic and procedural safeguards that comply with federal regulations in order to protect your personal information.

Your *POLICE SCIENCE INSTITUTE* Account information is additionally “password-protected”.

In most areas of our website, *POLICE SCIENCE INSTITUTE* necessarily utilizes industry-standard “*SSL-ENCRYPTION*” in order to protect data transmissions.

Protecting the privacy of the very young is extremely important to us. For this reason, we never collect or maintain information at our website from anyone who identifies themselves as being under the age of 13. Our website is not constructed in any way, shape or form to attract anyone under the age of 13. *POLICE SCIENCE INSTITUTE* is an adult service for adult learners.

CHANGES TO THIS PRIVACY POLICY

POLICE SCIENCE INSTITUTE may update this *PRIVACY POLICY* from time to time and at the sole election / discretion of *POLICE SCIENCE INSTITUTE*. However, we will prior-notify you regarding any significant change(s) in the manner and method we would employ in order to protect your personal information by sending you a notice to the primary email address specified in your *POLICE SCIENCE INSTITUTE* Account, or, by placing a prominent notice regarding same on our website.

QUESTIONS AND SUGGESTIONS:

If you have any questions or suggestions with regard to this *PRIVACY POLICY*, please contact us at admin@police-institute.com and direct your communication to “Customer Care - Privacy Policy Issues”.