**PRIVACY STATEMENT**

**Privacy Statement**

University Centers Department is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Statement of Privacy applies to the University Centers Web site and governs data collection and usage. By using the University Centers Department website, you consent to the data practices described in this statement.

**Collection of your Personal Information**

University Centers Department collects personally identifiable information, such as your e-mail address, name, home or work address and telephone number. There is also information about your browser software that is automatically collected by University Centers Department. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by University Centers Department for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the University Centers Department Web site.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through University Centers Department public message boards, this information may be collected and used by others. Note: University Centers Department does not read any of your private online communications.

University Centers Department encourages you to review the privacy statements of Web sites you choose to link to from University Centers Department so that you can understand how those Web sites collect, use and share your information. University Centers Department is not responsible for the privacy statements or other content on Web sites outside of the University Centers Department and University Centers Department family of Web sites.

**Use of your Personal Information**

University Centers Department collects and uses your personal information to operate the University Centers Department Web site and deliver the services you have requested. University Centers Department also uses your personally identifiable information to inform you of other products or services available from University Centers Department and its affiliates. University Centers Department may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

University Centers Department does not sell, rent or lease its customer lists to third parties. University Centers Department 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 (e-mail, name, address, telephone number) is not transferred to the third party. In addition, University Centers Department may share data with trusted partners to help us perform statistical analysis, send you email 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 University Centers Department, and they are required to maintain the confidentiality of your information.

**Use of Cookies**

The University Centers Department Web site may use "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 University Centers Department pages, or register with University Centers Department site or services, a cookie helps University Centers Department to 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 University Centers Department Web site, the information you previously provided can be retrieved, so you can easily use the University Centers Department 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 be able to fully experience the interactive features of the University Centers Department services or Web sites you visit.

**Security of your Personal Information**

University Centers Department secures your personal information from unauthorized access, use or disclosure. University Centers Department 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 Web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

**Changes to this Statement**

University Centers Department will occasionally update this Statement of Privacy to reflect company and customer feedback. University Centers Department encourages you to periodically review this Statement to be informed of how University Centers Department is protecting your information.

**Contact Information**

University Centers Department welcomes your comments regarding this Statement of Privacy. If you believe that University Centers Department has not adhered to this Statement, please contact University Centers Department at ucfolio@uwlax.edu . We will use commercially reasonable efforts to promptly determine and remedy the problem.

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