

## PRIVACY POLICY

Massachusetts College of Art and Design is committed to respecting the privacy of users of its job application Web site. MassArt strives to provide a safe, secure user experience and attempts to protect your privacy to the maximum extent possible. This Privacy Policy sets forth the online data collection and usage policies and practices that apply to the College's job application Web site (<http://careers.massart.edu>). By using this site, you consent to the policies and practices described in this Policy.

**A Privacy Partnership.** Your privacy with respect to the use of this site results from a partnership between MassArt and you, the user. Because some of the information that we receive through this site is subject to the [Massachusetts Public Records Law, Mass. Gen. Laws c. 66, § 10](#), we cannot ensure absolute privacy. Information that you provide voluntarily to us through this site may be made available to members of the public under that law. This policy informs you of the information that we collect from you at this site, what we do with it, to whom it may be disseminated, and how you can access it. On the basis of this information, you can make an informed choice about your use of this site. You can maximize the benefits of your privacy partnership with MassArt by making informed choices about whether to share personally identifiable information with us through this site.

**Personally Identifiable Information.** For the purposes of this Policy, MassArt uses the term "personally identifiable information" to mean any information that could reasonably be used to identify you, including your name, address, e-mail address, telephone number, social security number, contact information, or any combination of information that could be used to identify you.

**Information Voluntarily Provided by You.** This site collects voluntary information from you through the e-mails or the information you send through this site including, but not limited to, your application information, your resume, and/or other application materials.

**Information Automatically Collected and Stored by this Site.** This site may collect "cookies," as well as collect and indefinitely store your Internet Protocol ("IP") address and other information about the date and time of your visit to the site, whether a file you have requested exists, and how many "bytes" of information were transmitted to you over the Web from this site. MassArt uses your IP address to assess the frequency of visits to this site and the popularity of its various pages and functions. MassArt will not attempt to match any personally identifiable information that you provide to us with your IP address, unless there are reasonable grounds to believe that doing so would provide information that is relevant and material to a criminal investigation.

**Use and Dissemination of Your Personally Identifiable Information.** The information that you voluntarily submit will be disclosed only to MassArt employees, officials, current or former employers, or individuals with a "need to know" for purposes of fulfilling their job responsibilities. These individuals will only use the information to

answer your questions, respond to any requests for assistance, and fulfill the College's legal obligations. Where appropriate, MassArt may provide the information submitted by you to the person or company that is the subject of your inquiry, or to a government agency responsible for the matters referred to in your communication.

MassArt does not otherwise disclose or sell to any third person any personally identifiable information collected through this site. Once, however, you voluntarily submit personally identifiable information to us through an e-mail, its dissemination is governed by the [Public Records Law](#), the [Massachusetts Fair Information Practices Act](#), [Mass. Gen. Laws c. 66A](#), [Executive Order 412](#), the [Family Educational Rights and Privacy Act](#), [20 U.S.C. 1232](#) and other applicable laws and regulations. **For this reason, part or all of the information you send us may be provided to a member of the public in response to a public records request.**

**Your Access and Opportunity to Correct.** The Massachusetts [Public Records Law](#) and [Fair Information Practices Act](#) both provide you with certain rights to obtain the information about you that is contained in the College's records and to correct any information that is inaccurate. To learn more about the circumstances under which you can obtain and correct this information, please click on the above links to these laws.

**Security.** MassArt uses standard security measures to ensure that your personally identifiable information is not lost, misused, altered, or unintentionally destroyed. The College also uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Except for authorized law enforcement investigations, no attempts are made to identify individual users or their usage habits.

**Policy changes.** MassArt retains the right to modify or make changes to this Privacy Policy. We will post those changes here so that you will always know what information we gather, how we might use that information, and to whom we will disclose it. Any information the College collects under the current Privacy Policy will remain subject to the terms of this Policy. After any changes take effect, all new information collected by the College, if any, will be subject to the new Policy.

**Contact Information.** If you have questions about your privacy while using this Web site, please contact the College's Human Resources Office at (617) 879-7920 or e-mail us at [jobs@massart.edu](mailto:jobs@massart.edu).