

Cranbrook Educational Community Privacy Policy

[What Information Do We Gather?](#)

[What Do We Do With the Information We Collect?](#)

[Who Can Use the Information We Collect and How?](#)

[How Do We Protect the Personal Information We Collect?](#)

[How Do You Opt-out of Personal Information Sharing with Our Educational & Business Partners?](#)

[How Do You Correct and Update Your Personal Information?](#)

[What is Our Privacy Policy For Those Under 13 Years of Age?](#)

[What Happens When You Link to a Third-Party Web Site?](#)

[What Happens When We Update Our Privacy Policy?](#)

[What If You Have Questions?](#)

1. What Information Do We Gather?

When you visit Cranbrook's web site, we track information including the domain name and the name of the web page from which you entered our site, and how much time you spend on each of our pages. We also collect information that is combined with other web visitors' information, such as how many times visitors click on each web page and the methods by which our web site was found. An IP address is a number that is assigned to your computer when you are using your browser on the Internet. We may collect IP addresses and web site usage information from you when you visit our sites via the use of "cookies."

Cookies: A cookie is a small file that is stored on the hard drive of your computer ready for future access when you return to our sites. We use cookies to deliver web content specific to you and to keep track of your online order activity. Cookies cannot pass viruses, harm your computer or pass on private information such as an email address without the computer user's intervention. Cookies contain session identification numbers that allow our systems to recall previous sessions for authentication efforts and assemble information from our gathered data. You can configure your computer's browser to alert you when a site is attempting to send you a cookie and allow you to accept or refuse the cookie. In addition to cookies, we may use small bits of computer code called "one-pixel gifs," "clear gifs," or "web beacons" embedded in web pages to monitor web site activity. We use this collected electronic data to better design our web site.

2. What Do We Do With the Personal Information We Collect?

You may be asked to provide personal information in certain fields on this web site. The personal information collected on this site is used only for the purpose for which it is requested.

3. Who Can Use the Information We Collect and How?

Cranbrook may provide your information to our agents, or our agents may collect information from you on our behalf if we have contracted with a third party to provide some part of the information or service that you have requested. By written agreement, these agents are required to implement similar security measures and will process your information only as authorized by us to fulfill the service that they have been contracted to provide.

Other than agents who act on our behalf and except as explained in this Policy, information you provide at this site will not be transferred to unrelated third parties, unless we have your permission to do so. However, please note that personal information provided to this site is subject to disclosure pursuant to judicial or other government subpoenas, warrants or orders.

We allow you to control the disclosure of your non-public personal information to third parties for the marketing of third-party products and services (i.e., your consent is required for disclosure). We must disclose information, when requested, to comply with court orders or subpoenas.

4. How Do We Protect the Personal Information We Collect?

Your privacy and the security of your personal information are important to us. We maintain and protect the security of our servers and your personal information. To secure the information we collect online, prevent unauthorized access, maintain data accuracy and ensure only appropriate use of information, Cranbrook has established appropriate physical,

electronic and management safeguards. ·We require user names and passwords to access sensitive data. ·Unless you authorize unencrypted transmission, we will use industry standard encryption methods to protect your data transmission.

5. How Do You Opt-out of Personal Information Sharing with Our Educational & Business Partners?

Other than agents who act on our behalf, the information you provide through our web site will not be transferred to unrelated third parties unless we have your permission to do so.

If you do not wish to receive email marketing messages, you can tell us by visiting the online Cranbrook link on our home page. In addition, every email correspondence Cranbrook sends contains instructions on how to stop additional marketing emails.

6. How Do You Correct and Update Your Personal Information?

You can change or correct your account information at any time. Just send an email with the old info and your corrections to privacypolicy@cranbrook.edu with "Correction" in the subject line.

7. What is Our Privacy Policy For Those Under 13 Years of Age?

We understand the importance of protecting the privacy of all individuals, especially the very young. Cranbrook neither targets nor sells its services to children under the age of 13, and we do not knowingly collect personal information from them. If we know a visitor is under the age of thirteen, we will collect a parent's permission offline (by postal mail, fax or phone) before we collect or share personal information with anyone else. Ordering any online services is restricted to adults who are either 18 years of age or older or as otherwise legally defined.

8. What Happens When You Link to a Third-Party Web Site?

If you click on a link and go to another site, you will be subject to that web site's privacy policy. If Cranbrook conducts business with that web site such that we need to exchange personally identifiable information, we will make sure that the business has a privacy policy just as protective as ours. We encourage you to read the posted privacy policy statement at any web site where you are thinking of giving any personal information at all.

9. What Happens When We Update Our Privacy Policy?

We may on occasion update our Policy. Your acceptance of any minor changes to this Policy is indicated by continuing use of our Services. If we make any material changes to our Policy, we will post a notice about the change at a prominent location on our web site. We encourage you to periodically review our web site and this Policy for any changes.

10. What If You Have Questions?

If you have questions or concerns regarding this statement, you should first contact us via email at privacypolicy@cranbrook.edu.