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### Special Notificatio

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procedures governing the ways in which websites may collect, use and disclose any personal information for children under the age of 13. In accordance with Bottega University policy and COPPA regulations, we DO NOT:

- Request or knowingly collect personally identifiable information online or offline contact information from users under 13 years of age; or knowingly use or share personal information from users under 13 years of age with third parties.
- It is possible that by fraud or deception we may receive information given to us or pertaining to children under 13. If we are notified of this, as soon as we verify the information, we will immediately delete the information from our servers.

### Choice/Opt-out

We desire to keep you in control of the personal information you provide to us. Accordingly, you can review, correct, change or remove the personal registration information you provide to Bottega University and that Bottega University controls.

If you do not want to receive e-mail from us in the future, please let us know by sending us email at: [REDACTED]



any person, violations of Bottega University or such Bottega University or as otherwise required by law.

## Legal Notice

Notwithstanding any language to the contrary, nothing contained herein constitutes nor is intended to constitute an offer, inducement, promise, or contract of any kind. The data contained herein is for informational purposes only and is not represented to be error free. Any links to information not owned by Bottega University and/or its affiliates are provided as a courtesy. They are not intended to, nor do they constitute an endorsement by Bottega University and/or its affiliates of the linked materials, products, services, or information contained therein. Bottega University and/or its affiliates do not have any control over the privacy practices of these websites or information, and all visitors of these websites should read and understand the policies and privacy practices for external sites.

## Copyright Infringement

Bottega University is committed to complying with US copyright law and respecting the rights of copyright holders, while simultaneously defending the academic freedom of faculty and providing the optimal learning experience for students. Faculty and staff will make a good faith effort to only use or distribute third-party copyrighted materials as allowed by purchase, license, fair use, or other legal provision. Anyone who participates in the unauthorized distribution of copyrighted material may be subject to civil and criminal liabilities, in addition to sanctions

Imposed By Bottega University. For more information, please see the Website of the IIRLMC 2/6 #16006902



Processing necessary for the performance of a contract to which the subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Processing necessary for compliance with a legal obligation to which Bottega University and/or any of its affiliates is subject. The data subject has given consent to the processing of his or her personal data for one or more specific purposes. This lawful basis pertains primarily but not exclusively to the protection of research subjects.

There will be some instances where the collection and processing of personal data will be pursuant to other lawful bases.

### **Types of Personal Data Collected and Why**

Bottega University and/or its affiliates collect a variety of personal and sensitive data to meet one of its lawful bases, as referenced above. Most often the data is used for admission, registration, delivery of classroom, on-line, and study abroad education, grades, communications, employment, program analysis for improvements, and records retention. If you have specific questions regarding the collection and use of your personal data, please contact [support@bottega.edu](mailto:support@bottega.edu).

If a data subject refuses to provide personal data that is required, such refusal may make it impossible for Bottega University and/or its affiliates to provide education, employment, research or other requested services.

Personal data typically includes, but is not limited to:

**Data Type**

**Source**



Right to be forgotten . in certain circumstances you can ask for the data we hold about you to be erased from our records.

Right to restriction of processing . where certain conditions apply to have a right to restrict the processing.

Right of portability . you have the right to have the data we hold about you transferred to another organization.

Right to object . you have the right to object to certain types of processing such as direct marketing.

Right to object to automated processing, including profiling . you also have the right to be subject to the legal effects of automated processing or profiling.

Right to judicial review . if Bottega University refuses your request under rights of access, we will provide you with a reason as to why.

Right to complain . if you wish to make a complaint about how your personal data is being processed by Bottega University.

All personal data and sensitive personal data collected or processed by Bottega University and/or its affiliates under the scope of the Bottega University Privacy Policy must comply with the security controls and safeguards of FERPA, GLBA, and PCI as set forth in the Bottega University Privacy Policy.

### **Retention Period**

Bottega University and/or its affiliates will process and store personal data for no longer than it is necessary for the specified above purpose(s).

### **Policy Updates**

Bottega University and/or its affiliates reserves the right to modify this privacy policy at any time. We encourage visitors to frequently check this page for any changes to this Privacy Policy. If we make changes, we will post an updated effective date below. Your continued use of this site after any change in this Privacy Policy will constitute your acceptance of such change. This policy has been updated on April 9, 2019.

### **Contact:**

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[support@bottega.edu](mailto:support@bottega.edu)