

Charlotte Christian College and Theological Seminary (hereafter “CCCTS”) is committed to maintaining robust privacy protections for its users. Our Privacy Policy (hereafter “Privacy Policy”) is designed to help you understand how we collect, use and safeguard the information you provide to us and to assist you in making informed decisions when providing your personal information to CCCTS.

For purposes of this agreement the terms “we,” “us,” and “our” refer to CCCTS. “You” and “your” refers to you, as a participant in a relationship with CCCTS. By participating in a relationship with CCCTS you acknowledge agreement to this Privacy Policy, you consent to our collection, storage, use and disclosure of your personal information as described in this Privacy Policy.

**Information Collected.** The types of personal information collected from you and maintained by CCCTS include but are not limited to:

1. contact information: name, organization/church, complete address, phone number, email address;
2. payment information: credit card number and expiration date until the transaction is complete (monies owed CCCTS are satisfied), bank account information;
3. information concerning how you heard about CCCTS;
4. information you wish to share: questions, comments, suggestions; and
5. your request to receive periodic updates on specific details about CCCTS.
6. banking information as it pertains to your direct deposit information, in the event that CCCTS needs to send you funds, for refunds or financial aid for example.
7. Cookie and Usage Data

**How Information is Collected.** All personal information collected from you by CCCTS is done so in a voluntary manner. Methods used to collect information include but are not limited to:

1. ACH Forms
2. Direct Deposit Forms
3. Pledge Forms
4. Online Payment Portals
5. Contact Us Forms
6. Online Admissions Applications
7. Contests / Sweepstakes Giveaways
8. Recurring Payment Information Form
9. Google Analytics

**Google Analytics.** Google Analytics is a web analysis service provided by Google. Google utilizes the data collected to track and examine the use of [www.charlottechristian.edu](http://www.charlottechristian.edu), to prepare reports on its activities and share them with other Google services. Google may use the data collected to contextualize and personalize the ads of its own advertising network. Personal data collected: Cookie and Usage Data. Place of processing: USA. Find Google's privacy policy here: <http://www.google.com/intl/en/policies/privacy/>. If you prefer to opt-out of Google Analytics you can do so by downloading the Browser add on at the following link: <https://tools.google.com/dlpage/gaoptout>.

**How Information is Used.** CCCTS maintains your information and feedback to better serve you. CCCTS uses your information to complete transactions, communicate with you, and to provide updates on Institutional events and happenings. Credit card numbers are used only for payment processing and are not retained for other purposes. Papers containing credit card numbers are shredded or masked (except for the last four digits) after payment completion. Bank account information is only used according to the approved uses established by your consent.

**No Sharing of Personal Information.** The Institution will not sell, rent, lease or otherwise share any personal information outside of the Institution and its servicers. “Servicers” include vendors CCCTS utilizes to process your information and payment. CCCTS reserves the right to provide personal information when required by law or court order to protect the rights, property and safety of CCCTS and its servicers.

**Removal from Mailing List.** You may request to be removed from the mailing list by contacting CCCTS by phone, fax, email, or postal mail. Our phone number is 704-334-6882 and mailing address is P.O. Box 790106, Charlotte, NC 28206. You can also utilize the contact information found on our website at [www.charlottechristian.edu](http://www.charlottechristian.edu). Please

note we may continue to send you administrative communications including, for example, periodic updates to our Privacy Policy.

**Links to Other Websites.** As part of our online service, we may provide links to or compatibility with other websites or applications. However, we are not responsible for the privacy practices employed by those websites or the information or content they contain. This Privacy Policy applies solely to information collected by us. Therefore, this Privacy Policy does not apply to your use of a third party website accessed by selecting a link on our Site. The privacy policy of that other website or application will apply to your access or use of that site or application. We encourage you to read the privacy statements of other websites before proceeding to use them.

**Changes to Our Privacy Policy.** We reserve the right to change this policy at any time. We will notify you of significant changes to our Privacy Policy by sending a notice to the primary email address specified in your personal information or by placing a prominent notice on our site. Significant changes will go into effect 30 days following such notification. Non-material changes or clarifications will take effect immediately. You should periodically check the Site and this privacy page for updates.

**Contact Us.** If you have any questions regarding this Privacy Policy or the practices of this Site, please contact us by calling 704-334-6882.

**Last Update.** This Privacy Policy was last updated on 06/20/2016.