

# Pine Technical and Community College Procedure

## 5PTCC.22.3 Text Opt-In Privacy Procedure

for Mn State 5.22 Acceptable Use of Computers and Information Technology Resources

**Chapter:** 5 - Administration

**Date:** 11/26/2024

### Part 1: Statement of Privacy

This statement will be posted on the College website regarding the use of text messaging with Pine Technical and Community College students:

#### 1. Information We Collect

When you opt-in to receive text messages, we may collect:

- Your phone number.
- Your preferences regarding our services or products.
- Interaction data (e.g., delivery status, response times).

#### 2. How We Use Your Information

We use the information collected to:

- Send you promotional messages, reminders, or updates.
- Respond to your inquiries or requests.
- Improve our services and communications.

#### 3. Opt-In Consent

By providing your phone number, you consent to receive text messages from Pine Technical and Community College. (e.g., texting a keyword or checking a consent box), you consent to:

- Receiving recurring text messages.
- Messages sent via automated technology (if applicable).

#### 4. Your Rights

- You can opt-out of receiving messages at any time by replying with "STOP" or a similar keyword.
- You can request details about your data by contacting us.
- You have the right to request deletion of your data.

#### 5. Sharing of Information

We do not sell or share your information with third parties, except:



- With service providers who help us deliver text messages.
- When required by law or to protect legal rights.

## 6. Data Security

We use encryption and other security measures to protect your data from unauthorized access.

## 7. Updates to This Policy

We may update this policy. Any changes will be communicated through the same channel or posted on our website.

## 8. Contact Us

For questions about this privacy policy, contact us at: [records@pine.edu](mailto:records@pine.edu)

## Related Documents:

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*Adoption: 11/26/2024*

*Last Reviewed:*

*Next Review Date: 11/26/2029*

*President Approved: 11/26/2024*

*Custodian of Policy: Vice President of Administration*

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## **Procedure History:**

*Date and Subject of Revisions and Amendments:*

*MM/DD/YY – explanation of the amendment*