



Email and Text Messaging Policy

1. Introduction

This policy outlines our practices regarding the collection, use, and sharing of personal information related to email and text messaging communications with students and alumni. We are committed to protecting your privacy while providing you with valuable communication services about our programs and events.

2. Information Collection

2.1 Email Communications

We collect email addresses and related information when:

- You enroll in our programs
- You sign up for events
- You subscribe to our newsletters
- You contact our support team
- You engage with our digital platforms

2.2 Text Messaging

We collect mobile phone numbers and related information when:

- You enroll in our programs
- You register for events
- You opt in to receive text messages from us
- You request text message notifications
- You provide consent through our website, apps, or enrollment forms

3. Use of Information

3.1 Email Communications

We may use your email information to:

- Send program and event information



- Deliver requested services and communications
- Send promotional content you've opted to receive
- Communicate important updates about your enrollment or event registration
- Respond to your inquiries
- Improve our services for students and alumni

3.2 Text Messaging

We may use your mobile number and related information to:

- Send enrollment confirmations
- Provide event details and reminders
- Deliver promotional content you've opted to receive
- Send important program updates and alerts
- Communicate time-sensitive information

4. Information Sharing

4.1 Email Communications

We may share your email information with:

- Service providers that help us deliver email communications
- Analytics partners that help us improve our student and alumni services
- Affiliated departments and organizations as disclosed in our Privacy Policy
- As required by law or to protect our rights

4.2 Text Messaging

All the above categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

We will not share your opt-in to an SMS campaign with any third party for purposes unrelated to providing you with the services of that campaign. We may share your Personal Data, including your SMS opt-in or consent status, with third parties that help us provide our messaging services, including but not limited to platform providers, phone companies, and any other vendors who assist us in the delivery of text messages.

5. Opt-Out Procedures

5.1 Email Communications



You may opt out of receiving our emails by:

- Clicking the "unsubscribe" link in any email
- Contacting our support team
- Updating your preferences in your student or alumni account

5.2 Text Messaging

You may opt out of receiving our text messages by:

- Replying "STOP" to any of our text messages
- Contacting our support team
- Updating your preferences in your student or alumni account

6. Data Retention

We retain your email and text messaging information for as long as necessary to fulfill the purposes outlined in this policy, unless a longer retention period is required by law.

7. Security

We implement appropriate technical and organizational measures to protect your personal information against unauthorized or unlawful processing, accidental loss, destruction, or damage.

8. Changes to This Policy

We may update this policy from time to time. We will notify you of any changes by posting the new policy on our website and, where appropriate, notifying you by email or text message.

9. Contact Us

If you have any questions about this policy or our practices regarding email and text messaging for students and alumni, please contact us at 203-937-3268.