

## POLICY OF CONFIDENTIALITY AND SECURITY

The University may collect personal information for various purposes. The means and methods employed in collecting and preserving the information is indicated here below.

The University records and uses IP addresses of the users in an effort to identify system related problems and to rapidly resolve problems or conflicts that may be generated in the context of the provided service. The IP addresses may also be utilised for purposes of generally identifying users and in order to collect exhaustive demographic information on users.

The University may use the information requested from students for analysis and reporting purposes. Personal information may also be used to contact a user when such is necessary. Information which is demanded by the University, or provided by users, or which is related to transactions carried out via the SIS student portal, may be used anonymously for various statistical evaluations and in establishing data bases.

The University commits itself to absolutely maintaining the privacy and secrecy of all confidential information, to accepting this as a commitment to secrecy, and to adopting all required precautionary measures and diligence in order to facilitate and maintain confidentiality, to prevent any part or all of confidential information from becoming public, or from being utilised for unauthorised purposes, or from being accessed by third parties.

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### CREDIT CARD SECURITY

The University accords top priority to the security of credit card owners. Your credit card information is not maintained in our system in any manner. In order to know whether you are on a secured web-site in the process of a transaction, the only matter to which you must pay attention is whether the symbol of a green key is displayed on the left-hand side of the browser window.

Information regarding the credit card used in a transaction is codified via the 128 bit SSL (Secure Sockets Layer) protocol independently from the University SIS portal before being relayed to the concerned bank for processing. The payment procedure continues when and if the card is approved by the bank. No information related to the card can be accessed in any manner by any third parties since no such information can be viewed nor registered by the University.

The University may amend the provisions of the present “Policy of Confidentiality” at any time by announcing such change on the web-site, or by sending it to users via e-mail. In instances where the provisions of the “Policy of Confidentiality are amended such provisions take effect on the date on which they are published on the web-site.

You can send an email to [info@ciu.edu.tr](mailto:info@ciu.edu.tr) concerning any questions on the policy of Confidentiality. You can reach the University through the below contact information.

Address: Haspolat, Lefkoşa, KKTC

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