

## **PRIVACY POLICY**

### **GENERAL**

University College "Canadian Institute of Technology (CIT)" in full compliance with the provisions of Law no. 9887, dated 10 March 2008, "On the Protection of Personal Data" updated, engages in the protection of data privacy for the users of the University College web site ([www.cit.edu.al](http://www.cit.edu.al)). The following Privacy Policy information describes the types of data collected and how these data will be used by our institution.

This policy seeks to ensure:

**Data minimization** – limiting the amount of personal information the CIT collects and retains

**Transparency** – being open and honest about what information the CIT collects and how it will be used

**Security** – protecting the personal information the CIT holds from harm

**Use limitation** – making sure the CIT uses and discloses personal information only when necessary and with a lawful basis

**Privacy rights** – helping the CITs data subjects to exercise their privacy rights and maintain some control over their information.

### **DATA COLLECTED**

In addition to personal data, when browsing "web based" applications, data in the server log file stores the IP address, date, time, and pages visited by the user. Information stored on the server is confidential and is used in full compliance with the law on personal data protection.

IP addresses are not related to anything personally identifiable. This means that user sessions can be traced, but users will remain anonymous.

Email addresses, phone numbers or other information provided by visitors may be used to send them information, respond to requests for information, and / or requests or questions of any other nature.

To communicate more effectively with visitors to this site, visitors may be required to provide personally identifiable information, which may include: name, e-mail address, residential address, phone number, and so on.

The "Canadian Institute of Technology" University College will never sell or market any personally identifiable information voluntarily provided by visitors to the other institutions of higher education, businesses or non-profit organizations through the University College "Canadian Institute of Technology", such as email address, name, address, phone number, and so on.

At the same time the user declares that he gives his consent for the further processing of the information provided by the CIT only for the internal use of the institution and only for the purpose for which the user has voluntarily declared his personal data. At any moment after the user has voluntarily provided the information required in these specific areas, the latter is entitled to access this data and to request their correction, through a request to the CIT.

“Canadian Institute of Technology” may provide third parties with information provided by web site users if:

“Canadian Institute of Technology” is required or is authorized to share with others the information in question based on the applicable law, court decisions or an act of a public or regulatory authority;

The “Canadian Institute of Technology” shares with others the information in question to protect property rights, or the security of the “Canadian Institute of Technology”, its staff and students, as well as any other individual.

### **DYNAMIC OR OUTDOOR PAGES**

“The Canadian Institute of Technology” states that all of the aforementioned rules apply to every second web site (subdomains). As the official CIT site contains links to non-CIT-owned foreign websites, we emphasize that CIT is not responsible for privacy statements or the content of these web pages.

### **CONTACT**

Users who have any questions about this privacy statement, complaint, or practices on this website can contact us by e-mail at [info@cit.edu.al](mailto:info@cit.edu.al).