

## Privacy Policy

### **Information that is collected:**

Bangor Adult & Community Education may collect personally identifiable information, such as name, address, telephone number, email address, social security number and credit card information when you:

- Register for a class, either by mail, telephone or on-line
- Request information
- Purchase a textbook or other items
- Are referred to us by another organization
- Request a transcript

When registering for a class or purchasing an item with a credit card or debit card, we protect and secure this information by utilizing customary web-based security and encryption protocols.

### **Using information that is collected:**

Bangor Adult & Community Education collects information that allows us to:

- Process your request
- Contact you about the status of your request
- Contact you about changes in class schedules
- At our discretion, inform you about additional products and services offered by Bangor Adult & Community Education

Bangor Adult & Community Education will not sell, trade or volunteer your personally identifiable information to outside parties unless we are authorized or legally required to do so.