

MISSOURI SOUTHERN STATE UNIVERSITY POLICY					
Policy #:	02-0020				
Name of Policy:	Privacy Policy				
Date of Last Revision:	July 2024	Initial Date of Approval:		Initial Effective Date:	
Policy Owner	Information Technology				
Policy/Chapter Sections	Privacy Notice Change Policy Privacy Inquiries and Requests				
Date of Next Review:	July 2025				

1.0 PURPOSE

The purpose of the policy is to provide a framework for establishing, posting, and revising Missouri Southern State University's (the University's) Privacy Notice (Notice).

2.0 SCOPE

This policy applies to all University administration, faculty, staff, and students, and all such parties are expected to abide by the procedural guidelines outlined herein.

The Notice is a legal document that is posted on the University's public-facing website and announces to the world how the University uses, shares, and protects all customer data, including digital tracking data obtained on the University's website. It is required for regulatory compliance and contains provisions dictated by various State, Federal, and international laws.

3.0 POLICY

The Privacy Notice Change Policy

The Notice will be posted on the University's website and will be linked from the primary landing page.

The Chief Information Security Officer (CISO) will be responsible for periodically (at least once per year) reviewing and revising the Notice. The change process will include the following:

- The CISO reviews the Notice for potential changes,
- The Notice, along with any proposed changes, will be submitted to Legal Counsel for review and recommendations based on current, revised, and new regulations,
- The finalized Notice will be presented to the Information Technology Advisory Committee for comment.

NOTE: Other than legal review, there is no shared governance approval required for the Notice.

- The updated Notice will replace the existing Notice on the University's website,

- A notification will be appended to the end of the notice indicating the new “Revised and posted date.”

The Notice that is currently in force, in addition to being posted on the University’s website, will be kept on-file in the possession of the University’s Legal Counsel.

Privacy Inquiries and Requests

Inquiries related to the Notice or to data covered by the Notice will be directed to a dedicated email address (privacy@mssu.edu) that will be monitored by the University Help Desk. These inquiries may include (but are not limited to):

- Questions about the Notice itself,
- Inquiries about the University’s privacy policies, procedures, and precautions not directly addressed by the Notice,
- Requests for collections of data which the University possesses, and
- Requests for removal of data to the extent possible.

The Help Desk will initiate the workflow to handle such inquiries and requests. The CISO and Registrar will be the principal individuals replying to these inquiries and requests.

NOTE: The University will not respond to automated requests for removal of data as there are many web services that process these requests and it is not possible to ascertain whether the request is genuine.

4.0 HISTORY

No known history of policy found in Policy Library.

5.0 RELATED DOCUMENTS

[Privacy Notice](#)