



CAMPUS POLICE PRIVACY STATEMENT

Overview

The Winthrop University Police Department promotes and preserves a safe and secure campus environment by delivering quality police and community safety service in a professional and sensitive manner. The department is committed to the professional growth of its police officers, support staff, and the continual development of its relationship with faculty, staff, students, and Residence Life.

The Winthrop University Police Department complies with all laws that prohibit the release of information and those laws that do compel the release of certain information, such as South Carolina's Freedom of Information Act.

What information do we collect?

In performance of our mission, we develop, review and maintain sensitive personal information that may include but is not limited to: social security numbers, birthdates, personal home addresses, email addresses and phone numbers, earning and salary information, protected health information, marital status, I-9s, legal documents related to changes in beneficiaries, copies of passports, immigration or right to work documentation, residency documents, driver's license numbers, vehicle license numbers, work history, personal references, educational transcripts, performance evaluations, medical records and medical evaluations, student loan default status, background check results, criminal offense conviction information, emergency contact, notes from confidential interviews and meetings with employees, students and outside witnesses, data on race, ethnicity, gender, religious affiliation, and veteran status, disciplinary actions, and basis for termination of employment.

How do we use your information?

The above mentioned information is used in a variety of purposes:

- Criminal Justice reporting, such as incident reports, citation reports, warning reports, statistical data, etc.
- Documentation related to South Carolina criminal justice certification of law enforcement officers.
- Documenting disciplinary actions.
- Conducting criminal and internal investigations.

How do we protect your information?

The Winthrop University Police Department implements a variety of security measures, both physical and through the use of technology, to maintain the safety of individual's personal information. We take precautions to protect any sensitive information whether it is maintained in an online portal, within internal digital files or in paper files. Only employees who need the information to perform a specific job are granted access to personally identifiable information or medical information. The paper copies and file cabinets in which we store personally identifiable information and medical information are kept in a secure, locked environment accessible only to Winthrop University Police Department employees. Computers and servers are protected by the University's information security processes and procedures. We only collect the information needed for our practices and procedures or compliance requirements and keep that information for only as long as it is needed and in accordance with state document retention guidelines. Staff are also trained to follow the privacy and confidentiality practices outlined in this statement and the legal requirements imposed by the State of South Carolina on all law enforcement entities.

Can information be corrected?

The Winthrop University Police Department works closely with all individuals regarding appropriate data entries. If you have any questions, or objections regarding the validity of your data, please contact our office as soon as possible if you believe there is an issue.

Information shared with outside parties

In accordance with South Carolina law, the Winthrop University Police Department, upon request by the public and in accordance with South Carolina's Freedom of Information Act releases various criminal justice documentation that may have been gathered. This includes Incident Reports, Arrest Warrants, Citation Reports, etc. However, before releasing the reports, certain information is redacted from the reports. This would include various individuals, such as the Victim, Complainant, and Witnesses, etc. Information to include street address and name, all phone numbers, dates of birth, social security number, and driver's license number. All information is redacted from reports for anyone under the 18 who is classified as a juvenile.

The Winthrop University Police Department is required to share certain information with other local and state entities and agencies (such as the South Carolina Law Enforcement Division, the City of Rock Hill Municipal Court, the York County Solicitors Office, South Carolina Department of Motor Vehicles, various local law enforcement, etc.) for compliance purposes, to meet our specific legal duties and obligations, and in the administration of criminal justice. The Winthrop University Police Department may also share reports and data, upon request, by federal and state oversight agencies that are granted access by statute to criminal justice information.

Third party links

Occasionally, at our discretion, we may include links to third party sites on our website. Please be aware that we have no control, responsibility, or liability for the content and activities of these linked sites. These third party sites have separate and independent privacy statements and we encourage our users to be informed and aware and to read the privacy statements of any other site that collects your personal information. However, we continually seek to protect the integrity of our site and welcome any comments for improvements, including any links to third party sites.

Compliance with the other jurisdictional privacy regulations

Other states or countries may have privacy regulations which serve to protect their citizens. For example, the European Union General Data Protection Regulation (GDPR) is a European Union (EU) legal framework for data privacy and security of personal data for individuals within the EU. The GDPR sets forth obligations for organizations that collect, use, share, and store personal data of constituents who reside in the European Union.

Students, or potential students have created a contractual need with Winthrop University to collect and retain certain data at the time of submitting an application for enrollment. Personal information is be required by the University as an essential part of the academic process and must be retained per legal requirements.

For non-students, Winthrop University is committed to securing the appropriate consent (opt-in) in the collection and processing of personal data. If you have any questions, or objections to the collection, use and retention of your personal data, on legitimate grounds, Winthrop University shall consider all requirements of notice, choice, transfer, security, data integrity, and access. Please direct any questions you may have concerning Winthrop University's obligations and compliance with GDPR to privacy@winthrop.edu.

How long do we keep your information?

Personal data will be retained in this office in accordance with applicable federal and state laws, regulations, and accreditation guidelines, as well as University policies. Personal data will be destroyed when no longer required for University services and programs, upon request or after the expiration of any applicable retention period, whichever is later. GDPR, or other jurisdiction privacy regulations, do not supersede legal requirements that Student Financial Services maintain certain data.

Your Consent

In reporting incidents or being the subject of a criminal justice process, you have created a contractual need that requires the sharing of required personal information. Your consent was established at the time of a report or in the course of the criminal justice process.

Changes to this Privacy Statement and University Policy.

Any changes to this policy will be posted to this website and the date noted at the bottom. Winthrop University policies, including our [University Privacy Policy](#), may be found in the Winthrop University [Policy Repository](#).

Last updated: January 9, 2020

Contact Information:

If you have any questions regarding this statement please contact: Charles Yearta, Interim Assistant Chief of Police for the Winthrop University Police Department at yeartac@winthrop.edu.