

E-Commerce Security Policy

Revised: January 29, 2016

Security

The information you provide to Lakeshore Technical College (LTC) during application process is protected in transit by using a network protocol called Secure Sockets Layer (SSL). SSL is the industry standard technology for secure online transactions. A simple way to know your transmission is protected is by referencing the URL. If it start with https:// you can be assured that it is using SSL. Transactions are processed only from secure browsers. These browsers encrypt the information sent using SSL, which scrambles the data to make it extremely difficult for anyone who intercepts the information to read it. LTC has contracted with an internet commerce transaction service vendor with the goal of protecting our customers' personal and financial information. Transmissions from this vendor to credit card processors also are encrypted and sent via dedicated leased private circuits. In addition, the computers housing the data are protected by physical security measures, including more than one level of locked access.

All information provided during the application process or payment process (including, but not limited to, your name, address, email, phone number and credit card), is not shared, sold or rented to any outside parties.

REMINDER: In the event of an unauthorized use of your credit or debit card, you must promptly notify the card issuer pursuant to its reporting rules and procedures.

Safeguarding Information

To minimize the risk of loss and/or additional expenses that could occur from compromised cardholder information, LTC will not retain any of the following information electronically:

Credit Card number

Credit Card expiration date number in the magnetic stripe

Security Code (CVV2 number)

Service Code -3 or 4 digit

The protection of your person information is important to LTC, and as a result, we do not accept payment via email.

LTC protects against unauthorized disclosures by limiting access only to those of our employees who need the information to do their jobs.

LTC's E-Commerce Security Policy requires LTC's compliance with the Payment Card Industry Data Security Standard (<https://www.pcisecuritystandards.org/>).

