

S & R Truck Driving Institute

Privacy Policy

Effective Date: January 27, 2021

Our Commitment to Privacy

S & R Truck Driving Institute (“the Institute”) is committed to protecting the privacy of all students, staff, and visitors. Personal information collected is kept strictly confidential and used only for authorized purposes. The Institute does not share personal information with third parties unless required by law.

In addition, **all student educational records are maintained in compliance with the Family Educational Rights and Privacy Act (FERPA)**. Educational records are released only with written student consent or as permitted by federal or state law.

Information We Collect

Automatically Collected Information

When you visit our website, certain information may be collected automatically for analytics and usability improvements, including:

- Internet domain through which you access our site.
- IP address assigned to your computer.
- Browser type and operating system.
- Date and time of your visit.
- Pages visited on our site.
- Referring to URL, if applicable.

This information is **not linked** to any personally identifiable data.

Voluntarily Provided Information

Personal information is collected only when you provide it voluntarily, such as by:

- Submitting a form.
- Send an email.
- Completing online transactions.

This may include:

- Name
- Address

- Phone number
- Email address
- Payment details (for applicable transactions)

By submitting this information, you consent to its use for the purposes stated, such as responding to inquiries, processing registrations, or providing student support.

Use of Information

Your information helps us provide and improve services, including:

- Processing applications, registrations, and tuition payments.
- Responding to questions or service requests.
- Email updates and institutional announcements.

You may opt out of further communication at any time by contacting us.

Data Retention and Security

The Institute maintains strict physical, electronic, and managerial safeguards to protect personal information. Sensitive data is transmitted using **industry-standard encryption**. Credit/debit card information is not stored once a transaction is completed.

Retention: Personal information is retained only as long as necessary to fulfill its intended purpose or as required by federal and state recordkeeping laws.

Online Payments and Donations

The Institute uses a trusted third-party payment processor for online tuition transactions and donations.

- Transactions are protected by advanced encryption.
 - Credit card details are not stored by the Institute.
-

Policy Access and Catalog Inclusion

This Privacy Policy applies to all students, staff, and visitors of S & R Truck Driving Institute. It is **published in the institutional catalog and on the website** to ensure transparency and accessibility.

Contact Us

For questions about this Privacy Policy, or to request corrections or updates to your personal information, please contact us:

- Phone: 832-328-8998
- Fax: 214-494-8379
- Email: info@srtedi.org

We are committed to maintaining the accuracy, confidentiality, and security of all information entrusted to us.