

## The American Councils for International Education: ACTR/ACCELS

### Privacy Policy

The American Councils takes the privacy of its applicants and program participants very seriously. This Policy explains the American Councils privacy and data-protection practices.

The American Councils' policy safeguards applicant and participant privacy while also providing a personalized and valuable service. The collection of personal information is necessary for American Councils to conduct and evaluate the quality and effectiveness of its programs and develop new programming.

#### **1. What Information is collected and compiled?**

In addition to the information requested on the application form, many other details may be requested of applicants in interviews and of participants during the course of their program. This information is maintained in paper and electronic form by the American Councils for a minimum of the life of the program. Some information, such as contact information, is continually updated so that American Councils may communicate information on additional programs or opportunities or follow-up on evaluating the program experience and the impact it has had since its conclusion.

#### **2. What do we do with the information we collect?**

The personal, academic, and professional information supplied on the application form is

- ◆ used to review your candidacy for the program by qualified selection committees and interviewers;
- ◆ Supplied to the program's funding agency; and
- ◆ Submitted to potential host schools, universities, or hosting organizations to arrange placement in an academic or training program or a host family.

Additional data and information regarding the program, academic performance, and program evaluation will also be required during the program and is used to evaluate a participant's program performance and compliance with program rules and regulations. This information may also be supplied to the program funder, host, academic or training institution, and or internship provider.

*These data and their uses are required for participation in the program.*

In addition, the American Councils maintains an on-going database of contact and professional or academic information about program alumni for the purposes of

- ◆ Notifying alumni of upcoming events or educational or professional opportunities of interest; and
- ◆ On-going collection of data for program evaluation purposes.

Information collected about individuals—applicants or participants—may be used for research or evaluation studies by the American Councils, the funding agency, or an authorized agent of the American Councils or funding agency. Data analyzed for these purposes may be published only in the aggregate. Information that can be associated with a specific individual is not published.

By submitting this application, you are agreeing to the terms of this privacy policy and authorizing the American Councils to utilize and distribute information in the manner described herein.

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Signature

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Date

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*Print Your Name*