**Privacy Notice**

Please review the following information about the type of data we collect from you and how we use it.

**Who We Are**

The International Programs Office (IPO) at LC State College is responsible for international admission to the college and the Bridge Pathway language program. Our office reviews applications and makes admission and scholarship decisions based on the information provided.

**Information Collected**

Applications to LC State College require submission of the following materials:

1. Application form, which collects personal information such as your name, address, date of birth, gender, citizenship, contact information and more.
2. Application fee
3. Scan of passport identification page
4. Official transcripts from secondary schools and previously attended higher education institutions
5. Language scores
6. Financial documents

Any other admission documents not listed above (including but not limited to, letters of recommendation, personal statements, and immunization records are not used in the admissions process and will be deleted upon receipt.

**What We Do With Information**

The International Programs Office will process this personal information provided in applications and other documents for the purposes of identifying you, processing your application, verifying information, admission decision, and decision communication. We store your information as required according to the LC State Registrar’s Office document retention policy.

**Why We Need This Information**

The processing of your personal information is necessary for the following purposes:

1. For LC State to establish relationship with the applicant via admission decision
2. For compliance with a legal obligation (e.g. US Student Exchange Visitor Program reporting)
3. For the performance of tasks related to public interest (admissions and recruitment research)

**Who Sees my Information?**

Only LC State College staff or faculty with a legitimate academic or business purpose will have access to your record as required by the Family Educational Rights and Privacy Act (FERPA). For more information on FERPA regulations, please read more. As required by FERPA, the International Programs Office does not share your personal information with anyone else without your written request. We do not sell your information to databases, schools, or other agencies.

**What are my Rights?**

You have the right to access the personal information that LC State College retains. You have the right to request corrections to any inaccurate information retained. Further details are located here. If you are applying from an EU country, you also have the right to request that LC State College deletes your personal information or otherwise restrict our processing, to object to processing, or to receive an electronic copy of the personal information you provided to us. LC State College with your request as permissible under US and Idaho State law.

If at anytime you would like to speak to us regarding your information, you may contact our office at [international@lcsc.edu](mailto:international@lcsc.edu) or at 1-208-792-2177.