

Privacy Policy

Last updated: May 19, 2022

Introduction:

The **Sonia & Celina Sotomayor Judicial Internship Program (“Sotomayor Program”)** respects user’s privacy and is committed to creating a secure environment for data collection and usage. This is the privacy policy for the Sotomayor Program and our sites such as [scsjip.org](https://www.scsjip.org) (“our sites”). This privacy policy protects **our** data, infrastructure, and outlines the protocol and guidelines that govern data security measures.

Definitions:

For the purposes of this Policy:

- **Cookies** are small files that are placed on your computer, mobile device, or any other device by a website, containing the details of your browsing history on that website among its many uses.
- **First Party Cookies** includes all cookies set by the Sotomayor Program.
- **Personally Identifiable Information (PII)** shall mean the use of (i) personal information, which includes any information concerning a natural person that can be used to identify such natural person because of name, number, personal mark, or other identifier, and (ii) private information, which includes personal information in combination with one or more of the following data elements:
 - (1) social security number;
 - (2) driver’s license number or non-driver identification card number;
 - (3) account number, credit or debit card number, in combination with any required security code, access code, password or other information that would permit access to an individual’s financial account;
 - (4) biometric information, meaning data generated by electronic measurements of an individual’s unique physical characteristics, such as a fingerprint, voice print, retina or iris image, or other unique physical representation or digital representation of biometric data which are used to authenticate or ascertain the individual’s identity; or
 - (5) a username or e-mail address in combination with a password or security question and answer that would permit access to an online account.
- **Second Party Cookies** includes all cookies that are set by other parties related to advertising, interactive content, and analytics.
- **Service Provider** means any natural person or legal entity who processes the data on behalf of the Sotomayor Program. This includes third-party companies, individuals or vendors employed by the Sotomayor Program to facilitate the service we provide.
- **Website** refers to the Sotomayor Program, accessible at <https://www.scsjip.org/>.

- The term “**Policy**” refers to this online privacy policy.
- The term “**You**” refers to individuals accessing or using the Service, or the Sotomayor Program, or other legal entity on behalf of which such individual is accessing or using our service, as applicable.

Information We Collect:

1. **Log data.** When you use our sites, our server record information (“log data”), including information that your browser automatically sends whenever you visit a website. Log data may include domain name and IP Address. Log data reveals nothing personal about you other than the IP address from which you have accessed our site. We may also collect information about the type of Internet browser you are using, operating system, what brought you to our Website, where you access the site from, as well as which of our Web pages you have accessed.
2. **Communication data.** If you communicate with us regarding our Website or our services, we will collect any information that you provide to us in any such communication.
3. **Information you provide us (Including PII).** If you fill out an application, or complete an online form, then the Sotomayor Program may collect personal and financial information that you provide, including but not limited to:
 - (a) Name
 - (b) Email address
 - (c) Phone number
 - (d) Address
 - (e) Legal Status
 - (f) Demographics data
 - (g) Criminal background
 - (h) Financial aid information

Information Use:

By providing this personal information you acknowledge that, where permitted by federal or state law, the Sotomayor Program may use this information for the express purposes for which the information was provided, which may include to:

- (a) respond to your requests for information;
- (b) process applications for admission;
- (c) process information for administrative purposes;
- (d) improve online content and communications;
- (e) improve program services;
- (f) send you email notifications and contact you by email, telephone calls, SMS, or other equivalent forms of electronic communication;
- (g) research and analyze the use of our website and services;
- (h) maintain our databases, back-up copies of our databases and our business records generally;

- (i) better understand our audience as we develop and improve our service; and
- (j) maintain the security of our website and prevent fraud and other criminal activity.

Sharing Your Personally Identifiable Information:

With your consent: We may only disclose your PII information with your consent.

We do not sell the Personal Identifiable Information of our users.

Usage of Personal Identifiable Information of Applicants Under the Age of 13:

Protecting the privacy of children is especially important. The Children’s Online Privacy and Protection Act (“COPPA”) requires that online service providers obtain verifiable parental consent before collecting the PII of children who are under the age 13. The Sotomayor Program shall use its best efforts to obtain verifiable parental consent before collecting the PII of children who are under the age of 13.

Access, Control and Correction of Your Information:

We respect your right to access, correct, request deletion, and request restriction of the Sotomayor Program’s usage of your personal information. You have the right:

- (a) To request access to or transfer of your information;
- (b) To ask about the methods in which your information is maintained and processed;
- (c) To request information about the organizations with whom your information may be disclosed;
- (d) To ask the Sotomayor Program to delete or restrict how it uses your information, but this right is determined by applicable law and may impact your access to and participation in the program’s activities; and
- (e) If you believe your information is incorrect or incomplete, you can request corrections or updates to any inaccuracies, and for those corrections to be made if it is deemed inaccurate by the program.

Protection of Personal Identifiable Information:

The Sotomayor Program uses its best efforts to protect personal identifiable information that you provide to us or that it automatically collects. We work diligently to safeguard your personal information to prevent unauthorized information access or disclosure, maintain information accuracy, and ensure appropriate use of collected information.

Retaining Your Personally Identifiable Information:

The Sotomayor Program will retain Your PII only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use Your Information to the extent necessary to comply with our legal obligations, resolve disputes, and enforce our legal agreements and policies. Additionally, we will retain Usage Data for internal analysis such as strengthening the security of our site or improving the functionality of Our Service.

Changes To This Privacy Policy:

This Policy describes the Sotomayor Program current policies and practices regarding the PII we collect through this Site. We are continually improving our site, and as a result, we may update or revise this Policy from time to time. Your continued use of this Site after we have posted the revised Policy constitutes Your consent to be bound by the terms of the revised Policy.

Whenever this Policy is changed, we will notify you by posting the new Policy on this website. You may access the current version of this Policy at any time by clicking the link marked “Privacy Policy” at the bottom of each page of this Site and are advised to review this Policy periodically for any changes.

Cookies Policy:

Contextual Understanding of Cookies

As other websites do, we use cookies to collect additional data of website usage with the purpose of improving our services. However, cookies are not required for many parts of our services and offerings. Cookies are widely used by website owners to ensure that their websites are operational and, in the process, work efficiently for information reporting purposes.

Controlling Cookies

As most browsers on the web accept cookies automatically, there are many browsers’ settings that can decline cookies or alert the user when websites are attempting to place cookies on said device. However, by disabling cookies, the Sotomayor Program website may not function properly. When allowing cookies via your device, our website uses the cookies to understand more effectively how you interact with the Sotomayor Program’s services.

First Party and Third-Party Cookies

The reasons the Sotomayor Program uses both first and third-party cookies includes:
(a) technical requirements used to operate the website in an effective manner;

- (b) cookies provide us with the ability to track and target the interests of our users to enhance their experience while using our Website; and
- (c) third-party cookies within the Website are used for advertising, analytical, and other important purposes.

Performance and Functionality Cookies

There are certain cookies that are needed to provide users with the appropriate service available through our Website and provide access to features such as:

- (a) the name of the User;
- (b) the purpose of the User on the respective website;
- (c) the provider of the User;
- (d) the service of the User;
- (e) the country of the User; and
- (f) the tracker type of the User.

Contact Us:

If you have any questions about this Policy, you can contact us:

- By email: info@scsjip.org