

E-commerce Policy: Effective date April 1, 2006

1. Individual offices and page masters may not unilaterally create e-commerce applications on the Bentley College web site. All proposed commercial activities to be conducted on the Bentley College website must have the written approval of the relevant vice-president.
2. All credit card transactions incur a fee. To regulate institutional exposure to such fees, the President's Cabinet may limit the nature and the magnitude of purchases that may be paid by credit card, in so doing constraining the scope of institutional e-commerce activity. At present, payment of undergraduate day tuition bills is excluded.
3. Applications involving issues of appropriateness, institutional liability, preservation of tax exempt status, or other potential concerns may be referred to legal counsel.
4. The Division of Information Technology is lodged with responsibility for establishing and enforcing security standards for e-commerce activity.
5. The Division of Information Technology, in consultation with the Committee on Information Privacy, is lodged with responsibility for establishing and enforcing privacy standards for the collection, storage and use of data to support e-commerce transactions. Current web privacy policies, with which all Bentley websites must comply, may be found at

<http://www.bentley.edu/privacy.cfm>

6. Web content is routinely monitored by IT to detect unauthorized and/or non-compliant e-commerce applications. Upon identification of same, and communication with the responsible page master, sites in violation of security or privacy standards will be deactivated until offending conditions are remedied.
7. The following data elements may not be collected on standard web forms using the Bentley Form Builder utility: Credit Card/Bank Account Number (or any variation thereof), Card Holder Name, Expiration Date, Credit Card Type, Social Security Number, Date of Birth and Banner PIDM.
8. Bentley may engage sub-contractors to host e-commerce activity. Such contractual relationships will be negotiated by IT.
9. Approved e-commerce options:
  - For internal purposes, or audiences or both, via Banner Web and Bb Community System (Falcon Card); for information consult Management Information Services.
  - For alumni and development purposes, or audiences or both, via Harris Connect, Inc. Additional service fees may apply.
  - For external or mixed purposes or audiences or both, via CollegeNet; for information consult Meeting and Conference Services. A service fee of 5% applies.