Privacy & Student Records Policy

Institutional Commitment to Privacy

S & R Truck Driving Institute (SRTDI) is committed to safeguarding the privacy and confidentiality of personal information entrusted to the institution by students, staff, and visitors.

Personal information is collected, used, and maintained solely for legitimate institutional, educational, administrative, and legal purposes.

SRTDI does not sell, rent, or improperly disclose personal information to third parties. Information is released only as permitted by law or with appropriate written authorization.

Student Educational Records

SRTDI maintains student educational records in accordance with applicable student-record privacy requirements.

Students have the right to:

• Inspect and review their educational records
• Request correction of inaccurate or misleading information
• Control disclosure of educational records, except where disclosure is permitted or required by law

Educational records are released only with written student consent or as otherwise permitted by applicable requirements.

Website Information

When visiting the SRTDI website, certain non-identifiable information may be collected automatically for operational and analytical purposes, including:

• Internet domain or service provider
• IP address
• Browser type and operating system
• Date and time of access
• Pages viewed and referring URLs

This information is used to support and improve website functionality.

Information Voluntarily Provided

Personal information may be collected when voluntarily submitted through:

• Applications or forms
• Inquiries
• Email or telephone communications
• Enrollment or registration activities
• Payment transactions

Information may include a person's name, contact information, program enrollment information, and payment or billing information when applicable.

Use of Personal Information

Information collected by SRTDI may be used for legitimate institutional purposes, including:

• Processing applications and registrations
• Processing tuition payments
• Maintaining student and academic records
• Communicating institutional notices and updates
• Providing student services and administrative support
• Supporting applicable regulatory and compliance requirements

Data Security & Retention

SRTDI maintains reasonable physical, electronic, and administrative safeguards designed to protect personal information from unauthorized access, use, or disclosure.

Credit or debit card information is processed through third-party payment providers and is not stored by SRTDI.

Personal and educational records are retained in accordance with applicable institutional, regulatory, and legal requirements.

Online Payments & Third-Party Services

SRTDI utilizes third-party payment processors for applicable online tuition payments and donations. Third-party providers are responsible for the security and processing of transactions conducted through their systems.

Contact Information

Questions concerning privacy or student educational records may be directed to:

S & R Truck Driving Institute
350 Glenborough Drive, Suite 100
Houston, TX 77067
Phone: (832) 328-8998
Email: info@srtdi.org