



**Broward  
Community  
College**

# Policy Manual

<b>Title:</b> Information Privacy	<b>Number:</b> 6Hx2-8.02
<b>Legal Authority:</b> Florida Statutes: Chapter 119 – Public Records, Chapter 1002.22 Student records and reports; rights of parents and students; notification; penalty, Chapter 1001.65 - Community college presidents; powers and duties	<b>Page:</b> 1 of 2

## GENERAL STATEMENT

The President shall establish procedures and provide information as necessary to ensure that all visitors to the Broward Community College website are aware of the policies regarding the gathering, retention and distribution of personal information when using our electronic resources.

## THE POLICY and THE STUDENT

The College will collect and retain personal information about users only to the extent necessary to provide the service or benefit desired; collect only appropriate information; provide the reason the information is collected so that users shall understand that reason clearly and enable users to examine their personal record which is maintained by the college.

## THE POLICY and THE FACULTY AND STAFF

Same as “The Policy and The Student” above.

## IMPLEMENTATION and OVERSIGHT.

The information technology department shall maintain a privacy statement that is made available for public viewing on all pages of the official college website located at <http://www.broward.edu>. The statement shall outline the use of personal information and how the college is strongly committed to protecting the privacy of the individual including the use of industry-leading technologies to ensure the security and confidentiality of such personal information.

The privacy statement shall address and include the following topics regarding the use of the BCC website by students, staff and the public:

- Definition of personal information
- Dissemination of personal information
- Third party usage and legal obligations
- The collection of personal information regarding employment applications, student registration, staff personal information, any other types of online applications, etc. and the storage of such information in our databases.
- The gathering of anonymous (web analytics) information.
- The safeguards that BCC employs to protect confidentiality and security of personal information
- Evaluation and updating of personal information
- The responsibility BCC employs regarding links to websites outside the BCC website.
- Notification of changes made to privacy practices

<b>History:</b> New Policy – 03/21/2008		<b>AGENDA ITEM</b> <u>14</u>	
		<b>MAY 1 - 2008</b>	
<b>Approved by the Board of Trustees</b>	<b>Date</b> 00/00/00	<b>President’s Signature</b> <u>f</u>	<b>Date</b> 00/00/00
		<b>ENCLOSURE</b> <u>f</u>	



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- Contact information for users who may have questions or need further clarification.
- Privacy and security in regards to cookies and recommending encryption and browser types

### VIOLATION OF POLICY

The information provided in this privacy policy should not be construed as giving business, legal, or other advice, or warranting as fail proof, the security of information provided through the College Web site. Employees in violation of these established procedures and requirements may be subject to disciplinary action, up to and including termination. Students in violation of these established procedures and requirements may be subject to disciplinary action as outlined in the Student Handbook. All individuals in violation may face fines, fees for damages, civil or criminal penalties from the U.S. courts.

### DEFINITIONS

College Web Site - The official website and sub-sites include, without limitation, all web pages within the Broward domain "broward.edu" and derivatives.

Personal Information - Any information concerning a natural person which, because of name, number, symbol, mark, or other identifier, can be used to identify that natural person.

User - Any natural person who uses the Internet or College Network to access the College Web site.

The College reserves the right to change this Policy at any time without prior notice or consent.

AGENDA ITEM 14  
MAY 1 - 2008  
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