

Policy Manual



Title: Information Privacy	Number: 6Hx2-8.02
Legal Authority: Fla. Statutes: Chapter 119, 1002.22, 1001.65	Page: 1 of 1

GENERAL STATEMENT

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

THE POLICY and THE STUDENT and THE FACULTY AND STAFF

The College will collect and retain personal information about students 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.

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 Broward College website by students, faculty, 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 type of online applications, etc. and the storage of such information.
- The gathering of anonymous (web analytics) information.
- The safeguards that Broward College employs to protect confidentiality and security of personal information.
- Evaluation and updating of personal information
- The responsibility Broward College employs regarding links to websites outside of the Broward College website.
- Notification of changes made to privacy practices
- 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.

History: Revised March 21, 2008; revised August 14, 2012; revised February 26, 2013

**Approved by the
Board of Trustees**

Date:
02/26/2013

President's Signature

Date:
02/26/2013

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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 website. 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. court system.

DEFINITIONS

College Website – 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 website.

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

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