

Policy Manual



Title: Information Privacy	Number: 6Hx2-8.02
Legal Authority: <i>Fla. Statutes: Chapter 119, 1002.22, 1001.65</i>	Page: 1 of 2

GENERAL STATEMENT

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

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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; enable users to examine their personal record which is maintained by the College; and inform users how to opt out of College communications and third-party network advertisers.

IMPLEMENTATION and OVERSIGHT

The information technology department shall maintain a web privacy statement accessible for public viewing on all pages of the official College website 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 <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 College website by students, faculty, staff and the public:

- Definition of personally identifiable information.
- Methods for collecting and storing personal and anonymous information.
- Methods to opt out of communications and third-party ad network tracking.
- Dissemination of personal information.
- Third party usage and legal obligations.
- Safeguards that the College employs to protect confidentiality and security of personal information.
- The responsibility the College employs regarding links to websites outside of the College website.
- Notification of changes made to privacy practices.
- Privacy and security information about cookies, recommended encryption and browser types.
- Contact information for users who may have questions or need further clarification.

History: <i>Revised March 21, 2008; revised August 14, 2012; revised February 26, 2013, revised October 23, 2018</i>			
Approved by the Board of Trustees	Date: 10/23/18	President’s Signature 	Date: 10/23/18

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VIOLATION OF POLICY

The information provided in this information 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 of employment. 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 any 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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