

Policy: **FLCC Web Site Privacy**

Responsible for Policy: Information Technology

Policy Number: **J-6**

Most recent approval date: Fall 2017

Policy Statement

FLCC does not collect any personal information about visitors to the college's website unless individuals provide that information voluntarily by sending an e-mail, completing a FLCC Information Request Form, or completing the online application.

Consistent with the provisions of the Internet Security and Privacy Act, the Freedom of Information Law, and the Personal Privacy Protection Law, Finger Lakes Community College is committed to protecting Internet privacy and making it more efficient for individuals and businesses to interact with FLCC.

The College recognizes that it is critical for individuals and businesses to be confident that their privacy is protected when they visit www.flcc.edu

Reason for Policy

To ensure the privacy of individuals interacting with the Finger Lakes Community College website.

Applicability of the Policy

All individuals interacting with the FLCC website should be aware of this policy.

Definitions

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: shall have the meaning set forth in subdivision 8 of section 202 of the State Technology Law

Related Documents

- Internet Security and Privacy Act
- Freedom of Information Law
- Personal Privacy Protection Law
- New York State Technology Law, subdivision 8 of section 202

Review dates/action taken:

- September 2011: original approval date
- Fall 2012: no revisions
- Fall 2014: no revisions
- Fall 2017: no revisions

Procedures

Information Collected Automatically When You Visit www.flcc.edu

FLCC automatically collects and stores the following information about your visit:

- The Internet Protocol address of the computer that accessed our Website
- The type of browser, its version and the operating system on which that browser is running
- The Web page from which the user accessed the current Web page
- The date and time of the user's request
- The pages that were visited and the amount of time spent at each page

None of the above-mentioned information is deemed to constitute personal information by the Internet Privacy and Security Act. The information that is collected automatically is used to improve FLCC's content and to help FLCC understand how users are interacting with its Web site. This information is collected for statistical analysis and to determine what information is of most and least interest to our users. The information is not collected for commercial marketing purposes and FLCC is not authorized to sell or otherwise disclose the information collected from www.flcc.edu for commercial marketing purposes.

Information Collected When You E-mail www.flcc.edu or Complete a Transaction

During your visit to www.flcc.edu you may send an e-mail to FLCC. Your e-mail address and the contents of your message will be collected. The information collected is not limited to text characters and may include audio, video, and graphic information formats included in the message. Your e-mail address and the information included in your message will be used to respond to you, to address issues you identify, to improve this Web site, or to forward your message to another FLCC campus contact for appropriate action. Your e-mail address is not collected for commercial purposes and FLCC is not authorized to sell or otherwise disclose your e-mail address for commercial purposes.

During your visit to www.flcc.edu you may complete a transaction such as an online application, event registration form or an information request form. The information collected by FLCC, including personal information volunteered by you in completing the transaction, is used by FLCC and may be disclosed by FLCC for those purposes that may be reasonably ascertained from the nature and terms of the transaction in which the information was submitted.

FLCC does not knowingly collect personal information from children under the age of 13 or create profiles of children under the age of 13. Users are cautioned, however, that the collection of personal information submitted in an e-mail will be treated as though it was submitted by an adult, and may, unless exempted from access by federal or State law, be subject to public access.

Disclosure of Information Collected through FLCC's Web site

The collection of information through www.flcc.edu and the disclosure of that information are subject to the provisions of the Internet Security and Privacy Act. FLCC will only collect personal information through www.flcc.edu or disclose personal information collected through www.flcc.edu if the user has consented to the collection or disclosure of such personal information. The voluntary disclosure of personal information to FLCC by the *user*, constitutes consent to the collection and disclosure of the information by FLCC for the purposes for which the *user* disclosed the information to FLCC.

However, FLCC may collect or disclose personal information without consent if the collection or disclosure is: (1) necessary to perform the statutory duties of FLCC, or necessary for FLCC to operate a program authorized by law, or authorized by state or federal statute or regulation; (2) made pursuant to a court order or by law; (3) for the purpose of validating the identity of the user; or (4) of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.

Further, the disclosure of information, including personal information collected through www.flcc.edu is subject to the provisions of the Freedom of Information Law and the Personal Privacy Protection Law.

FLCC may disclose personal information to federal or state law enforcement authority to enforce its rights against unauthorized access or attempted unauthorized access to FLCC's information technology assets.

Retention of Information Collected Through FLCC's Web site

The information collected through www.flcc.edu is retained by FLCC in accordance with the records retention and disposition requirements of the New York State Arts & Cultural Affairs Law. Information concerning these records retention and disposition schedules may be obtained through the Internet privacy policy contact listed in this policy.

Access to and Correction of Personal Information Collected Through www.flcc.edu

Any user may submit a request to FLCC's Web Services Coordinator to determine whether personal information pertaining to that user has been collected through www.flcc.edu. Any such request shall be made in writing and must be accompanied by reasonable proof of identity of the user. Reasonable proof of identity may include verification of a signature, inclusion of an identifier generally known only to the user, or similar appropriate identification.

The address of the FLCC Web Services Coordinator is:

Web Services Coordinator
Finger Lakes Community College
3325 Marvin Sands Drive
Canandaigua, NY 14424

The Web Services Coordinator shall, within five (5) business days of the receipt of a proper request, provide access to the personal information; deny access in writing, explaining the reasons therefore; or acknowledge the receipt of the request in writing, stating the approximate date when the request will be granted or denied, which date shall not be more than thirty (30) days from the date of the acknowledgment.

In the event that FLCC has collected personal information pertaining to a user through www.flcc.edu and that information is to be provided to the *user* pursuant to the user's request, the Web Services Coordinator shall inform the user of his or her right to request that the personal information be amended or corrected under the procedures set forth in section 95 of the Public Officers Law.

Confidentiality and Integrity of Personal Information Collected Through www.flcc.edu

FLCC is strongly committed to protecting personal information collected through www.flcc.edu against unauthorized access, use or disclosure. Consequently, FLCC limits employee access to personal information collected through www.flcc.edu to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information must follow appropriate procedures in connection with any disclosures of personal information.

In addition, FLCC has implemented procedures to safeguard the integrity of its information technology assets, including, but not limited to, authentication, authorization, monitoring, auditing, and encryption. These security procedures have been integrated into the design, implementation, and day-to-day operations of www.flcc.edu as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

For Web site security purposes and to maintain the availability of www.flcc.edu for all users, FLCC employs software to monitor traffic to identify unauthorized attempts to upload or change information or otherwise damage www.flcc.edu

Cookies

Cookies are simple text files stored on your web browser to provide a means of distinguishing among *users* of this website. The use of cookies is a standard practice among Internet websites. To better serve you, we occasionally use “cookies” to enhance or customize your visit to this web site. Cookies can be created automatically on the device you use to access www.flcc.edu and do not contain personal information and do not compromise your privacy or security. We may use the cookie feature to store a randomly generated identifying tag on the device you use to access this website. A cookie is erased during operation of your browser or when your browser is closed.

The software and hardware you use to access the web site allows you to refuse new cookies or delete existing cookies. Refusing or deleting these cookies may limit your ability to take advantage of some features of this web site.

Disclaimer

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 www.flcc.edu

Contact Information

For questions regarding this Internet privacy policy, please contact our Web Services Coordinator via e-mail at Webmaster@flcc.edu or by regular mail at:

Web Services Coordinator
Finger Lakes Community College
3325 Marvin Sands Drive
Canandaigua, NY 14424

Forms/Online Processes

- FLCC Information Request Form
- FLCC online application

Appendix

- None

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