



Jamestown Community College
Policies and Procedures

Policy Title	Privacy	Policy Number	056
Section	Governance, Organization and General Information	Approval Date	6/2002
Subsection	Individual Rights	Effective Date	6/2002
Responsible Office	Enrollment Management & Institutional Advancement or Information Technology	Review Date	9/18/2018

1.0 Purpose

1.1 To clarify for visitors of Jamestown Community College's (JCC) website, sunyjcc.edu, what information is collected and for what purpose(s) the information will be used.

2.0 Policy

2.1 JCC is committed to protecting the privacy of individuals and visitors who interact with JCC via its website, sunyjcc.edu.

2.2 To protect personal information collected through sunyjcc.edu, JCC will limit access only to those employees who require the information in order to carry out the performance of their official duties.

2.3 JCC is committed to safeguarding the security of the electronic content of, and the electronic transmission of information through, sunyjcc.edu through implementation of procedures including, but not limited to: authentication, authorization, monitoring, auditing and encryption.

2.4 JCC does not collect any personal information about website visitors unless voluntarily submitted by sending an email, completing a web form, or completing an online application.

2.5 Personal information submitted to JCC via sunyjcc.edu will be used for the purpose of delivering the product, services, or materials requested, or to communicate with the visitor information and updates about JCC.

2.6 JCC may collect or disclose personal information without the consent of the visitor if the collection or disclosure is:

- necessary to perform the statutory duties of JCC, or necessary for JCC to operate a program authorized by law, or authorized by state or federal statute or regulation
- made pursuant to a court order or by law
- for the purpose of validating the identity of the user

- information to be used solely for statistical purposes and that is in a form that cannot be used to identify any particular person
- information to federal or state law enforcement authorities to enforce JCC's rights against unauthorized access or attempted unauthorized access to JCC's information technology assets.

2.7 JCC is not authorized to sell or otherwise disclose the information collected from sunyjcc.edu for commercial or other purposes.

3.0 Procedures

3.1 JCC automatically collects and stores the following information about visits to sunyjcc.edu:

3.1.1 Page Information

- URL of the page the user is viewing
- Title of the page the user is viewing

3.1.2 Browser Information

- Browser name of the user
- Viewport or Viewing pane, or size of the browser window
- Screen resolution of the user's screen
- Java enabled by user or not
- Flash version utilized by the user

3.1.3 User Information

- Frequency and Retention – how many times the user has been on the site and how long they are on the site
- Source – ISP the user of the site used
- Device – device type of users browsing, such as computer, tablet or mobile device
- Channels – the keywords and sites that referred them

3.2 Information collected by JCC from visitors who complete a web form or online application will be disclosed consistent with the nature and terms of the transaction completed.

3.3 When an email message is sent to JCC by a visitor, the email address and the contents of the message will be collected, and may include audio, video and graphic information formats included in the message.

3.3.1 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 the website, or to forward your message to other JCC personnel for appropriate action.

3.4 Information collected by JCC may be used to guide in-house marketing decisions.

3.5 The sunyjcc.edu website may use cookies in order to improve users' experiences online, but JCC does not derive personal information from cookies.

3.6 Any request from a user to amend, correct or delete personal information collected through sunyjcc.edu must be submitted in writing to the Director of Human Resources, accompanied by reasonable proof of identity.

3.7 For questions regarding this privacy policy, please contact our privacy officer via e-mail at human_resources@mail.sunyjcc.edu or by regular mail to: Director of Human Resources, Jamestown Community College 525 Falconer Street Jamestown, NY 14702-0020

4.0 Definitions

4.1 Collect: Store information, including via cookie technology, for purposes of retrieval at a later time to initiate communication with or make determinations about the person who is the subject of such information.

4.2 Cookie: Text files holding small amounts of data, used to collect information to anonymously track how visitors interact with the Website, including where they came from or what they did on the Website.

4.3 Disclose: To reveal, release, transfer, disseminate or otherwise communicate information orally, in writing or by electronic or other means, other than to the person who is the subject of such information.

4.4 Internet: A system of linked computer networks, international in scope, that facilitate data transmission and exchange.

4.5 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.

4.6 User: Any natural person who uses the Internet to access a state agency website.

5.0 References

5.1 Section 202 of the New York State Technology Law

5.2 Article 6 of New York State Public Officers Law

5.3 New York State Personal Privacy Protection Law

5.4 General Data Protection Regulation