



Website Privacy Procedure

Procedure Number: 518P

Responsible Office: VP of Strategy, Research, and Workforce Innovation

Forms: N/A

Effective Date: 03/21/2025

Date Last Reviewed: 03/21/2025

1. Purpose

This policy procedure details the specific actions that are taken by the Northern Virginia Community College (NOVA) when you access the NVCC.edu website.

2. Definitions

NVCC.edu: Serves as a comprehensive online platform that supports the academic, administrative and community-related needs of prospective students, current students, and other stakeholders associated with the institution.

3. Procedure

a. Customer Comments or Review

- i. If you have any questions about this privacy statement or the practices of our website, please contact us at wsdm@nvcc.edu.

b. Information We Collect

- i. When you access our website, we automatically collect and store:

- Your domain and IP address.
- Your geographic location.
- The page or service you requested or visited.
- The browser and operating system you are using.
- The date and time of your visit.
- The address of any website you linked from.

- ii. If you send us an email, we collect your email address and the contents of the message.



- iii. If you voluntarily fill out online forms or participate in surveys, we collect personal information necessary to deliver the services you requested.

c. How We Use the Information

- i. We use routing information to deliver the requested webpage to your computer.
- ii. Any optional information you provide helps us offer services tailored to your needs or forward your message to the right entity.
- iii. We typically delete transaction routing information after your request is processed, but it may be kept for security investigations if needed.
- iv. Optional information is stored in accordance with the records retention guidelines at the Library of Virginia.

d. Disclosure of Your Information

- i. We do not sell or rent your information to outside companies.
- ii. We will not share your personally identifiable information with third parties unless required by law, such as the Virginia Freedom of Information Act.

e. Our Security Procedures

- i. We maintain security standards to prevent unauthorized access, alteration, or removal of your data.
- ii. If any damage to the website occurs, we will track the activity and release relevant information to law enforcement agencies for investigation.

f. Cookies

- i. Some sections of our website may use cookies to customize the information you see or to gather site usage data that helps us improve your experience.

g. Linking Policy

- i. We decide which external websites to link to. These links do not imply an endorsement of the products, services, or views of those websites.
- ii. We may remove or replace any links at our discretion, and if a link is not working, you can report it to us at wsdm@nvcc.edu.