

WEBSITE PRIVACY

Policy Number: 518

Categorized: [Information Technology](#)

Responsible Office:

Subject: Collection of personal information on the College website

Related Policies:

Procedures: See below.

Additional Information:

Effective Date: 11/07/2000

Last Reviewed Date: 07/28/2020

1. Scope

This policy applies to all users of the Northern Virginia Community College website.

2. Policy

It is the policy of the Commonwealth of Virginia that agencies of the Commonwealth will collect and retain personal information about citizens only to the extent necessary to provide the service or benefit desired; that only appropriate information will be collected; that the citizen shall understand the reason the information is collected and be able to examine any personal record maintained by a public body.

The Northern Virginia Community College Website:

- a. May collect one or more of the following pieces of personal information: your email address, name, social security number, date of birth, phone number or course assignments. This information is used solely to provide the information or services requested and is not shared with other organizations or used in any other way. If you choose not to provide this personal information, you will be unable to receive some of the services this website offers.
- b. Collects your IP address, pages browsed, and date and time of your visit for internal statistical purposes only.
- c. Uses temporary “cookies” only in specific applications that allow for registering for programs or requesting additional information about programs or courses. These temporary cookies, designed to enhance the user’s experience, are automatically removed when you exit the site and do not remain on your computer.

- d. May link to external sites that are not controlled by the policies of Northern Virginia Community College. Users should check the policies of any external sites linked from the College website.
- e. Safeguards any information gathered in compliance with the laws of the Commonwealth of Virginia and does not supply any gathered information to other individuals or organizations, except in compliance with those laws.

3. Definitions

N/A

4. Procedures

N/A

5. Authority

VCCS Information Security Standard