

Clarendon College
Information Technology Services (CLARENDON COLLEGE IT)
Privacy Policy:

PURPOSE:

The purpose of the Privacy Policy is to clearly communicate privacy expectations to Clarendon College information technology resource users. It will define standards for managing and enforcing security on any information stored or passing through Clarendon College information technology resources or any personally owned or third-party device that may be connected to a state-owned resource.

Internal users should have no expectation of personal privacy with respect to Clarendon College information technology resources. Information technology resources provided by Clarendon College are owned by the State of Texas and subject to state and Clarendon College oversight. The use of Clarendon College information technology resources may be monitored to manage performance, perform routine maintenance and operations, protect the integrity of Clarendon College information technology resources, perform security reviews, and fulfill complaint or investigation requirements.

SCOPE:

The Internal Privacy Statements apply equally to all individuals who use Clarendon College information technology resources or connect personally-owned devices to Clarendon College information technology resources.

The Public Privacy Statements apply to members of the general public concerned about the types of information gathered and how that information is used.

POLICY STATEMENT:

CLARENDON COLLEGE Internal Privacy:

Electronic files created, sent, received, or stored on computers owned, leased, administered, or otherwise under the custody and control of Clarendon College are the property of Clarendon College. These files are not private and may be accessed by authorized Clarendon College-IT employees and campus administration at any time without knowledge of the information technology resource user or owner.

To manage systems and enforce security, Clarendon College-IT may log, review and otherwise utilize any information stored on or passing through its information technology resource systems in accordance with the provisions and safeguards provided in the Texas Administrative Code § 202 (TAC § 202), Information Resource Standards. For these same purposes, Clarendon College-IT may also capture user activity such as websites visited.

Third party and customer information has been entrusted to Clarendon College for business purposes and all faculty and staff will do their best to safeguard the privacy and security of this information. Customer account data is confidential and access will be strictly limited based on business need.

CLARENDON COLLEGE Website Public Privacy:

Clarendon College maintains the <http://www.clarendoncollege.edu/> website and other Clarendon College-owned or –hosted domains as a public service. Clarendon College detailed public privacy statement is available on the website (Web Privacy and Site Link) regarding individual websites, data collection, public forums, and links to other sites.

For site management functions, information is collected for analysis and statistical purposes (please refer to CLARENDON COLLEGE Web Privacy and Site Link Policy). This information is not reported or used in any manner that would reveal personally identifiable information unless Clarendon College is legally required to do so in connection with law enforcement investigations or other legal proceedings.

For site security purposes and to ensure that the site remains available to all users, Clarendon College uses software to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage which is strictly prohibited and may be punishable under applicable state and federal laws.

Related Policies, References and Attachments:

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <https://www.clarendoncollege.edu/information-technology>. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

This policy was approved by the Clarendon College Board of Regents on July 17, 2023, version 1.1. This policy was reviewed by Will Thompson, Vice President of IT on July 15, 2023.