Clarendon College Information Technology Services (CLARENDON COLLEGE-IT) Web Privacy and Site Link Statement:

Web Privacy Policy

Clarendon College has created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices for this website: <u>www.clarendoncollege.edu</u>. This site contains links to other sites. Clarendon College (www.clarendoncollege.edu) is not responsible for the privacy practices or the content of Web sites outside of the control of Clarendon College.

We may use your IP address to help diagnose problems with our web server, and to administer our Web site. Our site uses forms for students, faculty, staff, and visitors to request information, products, and services. We collect contact information (like email addresses) and unique identifiers (like social security number) for College business such as College registration and/or sending catalogues to potential students.

We use cookies to collect information for collective analytics only or tracking student progression within our learning management system. Individual information is not harvested. (Note: A cookie file contains unique information a web site can use to track such things as passwords, lists of pages you've visited, and the date when you last looked at a specific page or to identify your session at a particular web site.)

If you send us an electronic mail message with a question or comment that contains personally identifying information, or fill out a form that e-mails us this information, we will only use the personally-identifiable information to respond to your request and analyze trends. We may redirect your message to another government agency or person who is in a better position to answer your question.

For site management functions, information is collected for analysis and statistical purposes. This information is not reported or used in any manner that would reveal personally identifiable information, and will not be released to any outside parties unless legally required to do so in connection with law enforcement investigations or other legal proceedings.

Public Forums

This site makes chat rooms, forums, message boards, and/or news groups available to its users. Please remember that any information that is disclosed in these areas becomes public information and you should exercise caution when deciding to disclose your personal information.

For Additional Information

Additional information regarding privacy and security policies is provided in the Privacy and Security Policy Guidelines at

<u>http://www.dir.state.tx.us/standards/srrpub11-privacy-policy.htm</u>. The U.S. Federal Trade Commission also provides information for educating consumers and businesses about the importance of personal information privacy at http://www.ftc.gov/privacy/.

Contacting the Web Site

If you have any questions about this privacy statement, the practices of this site, or your dealings with this Web site, you can contact Web Admin Clarendon College P.O. Box 968 Clarendon, TX 79226 administrator@clarendoncollege.edu

Web Linking

Clarendon College complies with the State Web Site Link and Privacy Policy at <u>http://www.dir.state.tx.us/standards/link_policy.htm</u>. Clarendon College encourages organizations that link to this Web site to comply with the provisions of the State Web Site Link and Privacy Policy, especially regarding protection of the privacy rights of individuals, and to make reasonable efforts to provide accessible sites.

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 <u>https://www.clarendoncollege.edu/information-technology</u>. 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, version1.1. This policy was reviewed by Will Thompson, Vice President of IT on July 15, 2023.