

Treasure Valley Community College

Code: EGADA
Adopted: 7/26/11
Revised/Readopted: 2/17/15
Orig. Code: EGADA/IIBGAA

Website Privacy

TVCC is committed to conducting our business in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained to the best of our resources and ability.

Your privacy is very important to us. Accordingly, we have developed this policy in order for you to understand how we collect, use, communicate, disclose or make use of personal information.

Automatic Collection of Information

The College may automatically collect and/or track any or all of the following items from users accessing Treasure Valley Community College resources or sites:

1. Home server domain names, e-mail addresses, type of client computer, and type of Web browser of visitors to the College's website;
2. The e-mail addresses of visitors that communicate with the College via e-mail, post messages to any TVCC bulletin boards or chat groups;
3. Information knowingly provided by the visitor in online registration forms;
4. User-specific information on what pages visitors access.

Internet Browser Cookies

The College may place Internet cookies on visitors' hard drives. These cookies may be used to save information pertaining to the visitor, site preferences, site pages viewed by the visitor and other information assisting the user experience. Internet cookies are stored on the visitor's hard drive and are not stored, in any form, by the College. Visitors may decline the Internet cookies by using the appropriate feature of their Web client software, if available.

Personal Information Collection

1. The College will collect and use personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law. The College may also release information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety.

2. The College will not knowingly collect or use information from individuals under the age of sixteen without their parents' or guardians' consent. Information collected from children with parents' or guardians' consent may be used inside the College in order to fulfill educational purposes.
3. As a student, private information may be stored on the College servers as part of the academic record and may be utilized under state and federal law only for their required purposes.
4. Before or at the time of collecting personal information, the College will identify the purposes for which information is being collected.
5. The College will only retain personal information as long as necessary for the fulfillment of those purposes.
6. The College will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
7. Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date.
8. The College will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.

Electronic Payment Transactions

All supplied credit card information is transmitted via Secure Socket Layer (SSL) technology and then encrypted into the College's payment gateway provider's database only to be accessible by those authorized with special access rights to such systems, and are required to keep the information confidential. After a transaction is complete, the credit card information will not be stored without user consent on the College's servers, aside from basic transaction records.

Analyzing Site Usage

The College may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business.

END OF POLICY

Legal Reference(s):

[ORS 341.290](#)

[OAR 166-450-000](#) through 0125
[OAR 166-450-0005](#)(13)

[OAR 166-450-0045](#)(8)
[OAR 166-450-0050](#)(11)
[OAR 166-450-0085](#)(1)
[OAR 166-450-0090](#)(4)

[OAR 166-450-0090](#)(11)
[OAR 166-450-0120](#) (2),(4), (5)
[OAR 166-450-0125](#) (6)