

# **Web Privacy Statement**

## **Introduction**

Welcome to the San Juan College (SJC) website. Protecting the privacy of visitors to our website is very important to us. This statement was developed in order to accomplish the following:

- To educate users of our site about privacy topics relevant to the web
- To inform users of the standards and guidelines employed on the SJC internet website for the purpose of protecting their privacy

SJC does not actively share any information collected about our users through the SJC website. SJC also complies with the Family Educational Rights and Privacy Act (FERPA), which prohibits the release of education records without student permission. For more information about FERPA, please see <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Please be advised that SJC is not responsible for the handling of private information collected by sites that are not hosted by San Juan College, some of which may be linked to from the SJC site. These sites may have privacy policies that differ from that of SJC. On this note, users should be aware that any site hosted on the sanjuancollege.edu domain or any sanjuancollege.edu or sjc.cc.nm.us subdomain is covered by this privacy policy.

## **Information Used or Gathered on the SJC Website**

Confidential user information can be found either in use on the SJC website by hosted applications, such as the online registration system, or during online transactions, such as when SJC staff or faculty use the Human Resources Leave Balances page to find out how much annual and sick leave they have. Information about a user's computer is also gathered for the purpose of analyzing web traffic patterns.

In each of these cases every effort is made to ensure that confidential information is secure and that any information gathered is used appropriately. The following describes what information is used or collected and how it is protected.

## **Private Information, Logins, and Secure Data Transfer**

All user information collected or used on the SJC website is considered private and is in no case shared with any other organization or entity, educational or otherwise. Also, any time that a user uses his or her SJC account to login to access network resources, the username and password entered are secured using Windows Integrated Authentication. Similarly, any transfer of private information on the SJC website is secured using Secure Socket Layers (SSL). This means that any data sent from the user's internet browser to our servers (and vice versa) is encrypted and thus protected from loss of integrity.

## **Information Used to Analyze Web Traffic Patterns**

Various pieces of information are used or collected by SJC website for analysis of web traffic patterns. No effort is made to connect any of this information to a particular user. It is only used to assist content managers in determining what changes to make to their website. Examples of the kind of indicators drawn from this information include which pages are most visited, what paths are most commonly taken to a particular area or page of the site, and what times of the day are busiest for web traffic.

### **IP address**

The IP (Internet Protocol) address represents a computer's virtual location on the network. It is used to determine if a page was accessed from inside or outside our campus network.

### **Requested page**

This information identifies exactly what page or resource was requested. This information is most often tallied to get a hit count for a particular web page or resource.

### **Browser used**

This piece of information lets developers know what browsers are being employed by users. This allows them to improve cross-platform performance of websites and applications.

### **Date and time**

Used to determine exactly when a particular request was made.

## **Other Information Collected by the SJC Website**

User preference information is collected by a few SJC-hosted applications. This information is either stored on the server as a session object or on the user's computer as a cookie.

In both cases the information collected is used only to facilitate the user's efforts within the particular application and to improve their experience. In no case is this information distributed to any agency outside the college.

## **Public Forums**

### **Discussion Boards**

SJC makes some public discussion boards available to its users. Any information posted on one of these discussion boards becomes public information. Therefore caution should be exercised when deciding to disclose any personal information in these areas.

### **Surveys**

A number of surveys may be found running on the SJC website at any time. Unless indicated otherwise, any confidential information gathered in a survey is used only for the purposes of the research being conducted. Also unless otherwise noted, responses given in a survey are not connected to individual users in any way. Aggregate data from surveys may be shared with external third parties.

### **Contact Information**

For any questions regarding this institution's privacy policy, please email the [OTS Help Desk](#).