



## **OIT OPERATIONAL PROCEDURE PRIVACY POLICY**

Thank you for visiting the Hillsborough Community College Website. We believe it is important for you to know how we treat information provided by you to us. HCC is very sensitive to privacy issues on the Internet.

HCC does not collect personal information when you visit our Web site unless you affirmatively choose to make such information available to us. Any information you provide is never shared with anyone other than authorized HCC staff and faculty unless we are required to do so by state or federal law. However, under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to HCC. Instead, contact Hillsborough Community College by phone or in writing.

This privacy statement applies only to the information collected by web addresses in the hccfl.edu domain, hereafter referred to as "the HCC Website." Once you leave the HCC Website, this privacy policy no longer applies.

### **Log Files**

As is true with most Websites, when you visit the HCC Website, we gather certain information automatically and store it in log files. This information may include internet protocol (IP) addresses, browser type, referring/exit pages, operating system, date/time stamp, and click stream data.

We use this information to analyze trends in order to improve the content of our Website, administer the site, and to track user's movements around the site. This information does not identify individual users; therefore your personal e-mail address or other personal information is not captured.

### **Cookies**

A cookie, which is a small text file that is stored on a user's computer for record-keeping purposes, is used on this site. The HCC Website uses session ID cookies to make it easier to navigate the site and to verify you have proper access to secure areas once you have successfully logged into those areas. A session ID cookie expires and is deleted when you close your browser. If you are using a public computer, please make sure to close the browser once you are finished with your session

If you reject cookies, you may still use our site, but your ability to access some areas will be limited or denied. The HCC Website uses cookies to access all Hawknet resources.

### **Protecting Your Personal Information**

If you choose to share personal information with us by sending a message or filling out an electronic form with personal information, we will use the information only for purposes you authorized. Some of the information may be saved for a designated period of time to comply with federal and state archiving policies. The HCC Website uses industry-standard Secure Sockets Layer (SSL) encryption on all web pages where personal information is required. We strongly recommend that you use an SSL-enabled web browser when entering personal information. If you use this Web site to make a financial transaction, be sure that the transaction is secure as indicated by the icon in the shape of a padlock appearing in the lower right corner of your web browser. This will protect the confidentiality of your personal and credit card information while it is transmitted across the Internet between your computer and the HCC Website server.

### **Links To Other Sites**

The HCC Website contains links to other sites that are not owned or controlled by HCC. Please be aware that HCC is not responsible for the privacy practices of such other sites. We encourage you to be aware when you leave our site and to read the privacy statements of each and every web site that collects personal identifiable information.

### **Changes To This Privacy Statement**

If we change our privacy policy, we will post those changes to this privacy statement, the home page, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

We reserve the right to modify this privacy statement at any time, so please review it periodically.

### **Contact Us**

If you have other questions about our privacy policies or have suggestions about improving our policies, please feel free to e-mail us at:

<http://pds.hccfl.edu/wsemail/problem.cfm>