



Administrative Policy

Category: Technology
Policy Number: 6004
Title: Website Privacy Policy

Cochise College's website, www.cochise.edu and all sites contained within the cochise.edu domain, serve to communicate information on the college and the services we provide. This policy serves to inform website users of data collection and usage.

Procedure: 6004.1 **Information Collected by Cochise College**

As a general rule, personal data is not collected unless a visitor elects to submit such information.

1. E-mail and Form Information: Information gathered through the completion of a form or an inquiry via email which contains personal information shall only be used to respond unless stated otherwise. Personal information obtained through the website shall only be released if required by law and shall not be sold or released to outside parties.
2. System-Generated Information: The college may collect and record identifying information from connected client devices, including but not limited to:
 - Internet Protocol (IP) addresses of the computer or device used
 - Type of device used
 - Web pages accessed
 - Network software access
 - Web browser information
 - Referring webpage or search engine
 - Date, time and duration of web pages accessed

This information may be used to diagnose technical issues, analyze traffic patterns, usage trends and to address violations of college resources.

Cookies, small text files used to collect information on website activity, may be used on some web properties. Data obtained through cookies is strictly used to provide a consistent, convenient and customized browsing experience.

Procedure: 6004.2 **Third Party Services**

The college may utilize third party or external services to provide website and digital content services. The college takes reasonable steps to ensure these service partners protect any information submitted to them.



**Procedure 6004.3
External Websites**

The website may contain links to external third-party websites whose privacy practices and content are not the responsibility of Cochise College.

**Procedure 6004.4
Updates to Website Privacy Policy**

The college reserves the right to update this policy.