



<b>DIVISION</b>	<b>POLICY NUMBER</b>
X. Information Technology	10.01.02
<b>CATEGORY</b>	<b>DATE</b>
10.01.02 Privacy	Adopted: 10/2020

10.01.02 PRIVACY

A number of federal and state laws apply to the information collected and maintained by the College. Therefore, it is imperative that the College adhere to applicable privacy and confidentiality laws and thoroughly identify and distinguish personally identifiable information as confidential or public. The following federal and state laws are observed and adhered to by the College for the protection of all data found on College information systems. This is a partial list of privacy laws, both State and Federal, which are pertinent to all members of the College community. It is provided as a resource that might prove useful to faculty, staff, and students and is not intended to be a definitive source for all laws pertaining to privacy or privacy-related issues.

- The Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Gramm-Leach-Bliley-Act (GLBA)
- Personal Information Protection Act (PIPA)
- General Data Protection Regulation (GDPR)

Privacy of Information

The College respects the privacy of individuals’ electronic files and will take reasonable steps to protect that privacy. Moreover, it is the expectation of the College that individual members of the electronic community have an obligation to show the same respect for the privacy of the other members of the community. Users should understand, however, the limited privacy afforded by electronic data storage and electronic mail and should apply appropriate security to protect private and confidential information. To this end, the College reserves the right to access its Technology Resources at any time.