



DIVISION	ADOPTION DATE
X Information Technology	07/2021
PROCEDURE NAME	REVISIONS
10.01.02.01 Website Privacy	Revised:

The administration reserves the right to amend or otherwise revise this document as necessary to reflect future changes made to its procedures. Employees are responsible for reviewing policies and procedures periodically to ensure continued compliance with all Board policies and institutional procedures.

10.01.02.01 **Website Privacy**

Joliet Junior College (JJC) is committed to protecting the privacy and accuracy of confidential information to the extent possible, subject to provisions of state and federal law. The College website, www.JJC.edu, may contain links to other websites that may be operated by a third party. JJC provides the links to website users for their convenience, but JJC does not control, or monitor the privacy practices of websites operated by third parties.

Use of Supplied Personal Data

Joliet Junior College uses online forms for business purposes and is committed to the protection of all data in accordance with state and federal law.

- A. Information Provided with Voluntary Consent-**JJC websites and online forms will not collect personally identifiable information (personal data) about persons, such as name, address, telephone number, or email address unless the information was provided with explicit voluntary consent. Individuals providing data must be informed that by providing voluntary consent, the information will be collected and stored by JJC as described in the consent notice. Persons should not voluntarily provide personal data if they object to this collection.
- B. Information Collected Automatically (Without Stated Consent)** In some cases, information that is not personally identifiable may be automatically collected and/or logged. Personal data will not be collected automatically. For example, the user’s web browser, operating system, IP address may be collected. When needed, this information can be used for:

- a. Personalizing the user's experience;
- b. Assisting, troubleshooting and diagnosing problems with the website or servers; or
- c. producing statistics on page visits; or
- d. detecting security breaches and safeguarding JJC's computing resources.

JJC Cookie Statement

Cookies are small files containing a string of characters that are saved to a computer when a user visits a website. When the user visits the site again, the cookie allows that site to recognize the user's browser. Cookies may store user preferences and other information. Cookies set by the website owner (Joliet Junior College) are called "first party cookies." Cookies set by parties other than the website owner are called "third party cookies."

First party cookies are required for technical reasons in order for College websites to operate. Other cookies enable JJC to collect information about website traffic to enhance the experience on websites and services. Third party cookies enable third party features or functionality to be provided on or through the website (advertisements, tracking, interactive content and analytics). The parties that set these third party cookies can recognize a user's computer, both when it visits the website in question and when it visits certain other websites.

Third Party Websites

Joliet Junior College is not responsible for the performance of websites that are operated by third parties or for a user's business relationships with them. Therefore, whenever a user leaves the jjc.edu website, JJC highly recommends that the user review each website's privacy practices and draw their own conclusions regarding the sufficiency of their practices.

Questions

If you have questions or comments about this Website Privacy Notice, please contact the IT Help Desk at ITHelpDesk@jjc.edu.