

# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 223.9</b>	
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		<b>Last Revision Date:</b>	03-07-2022
		<b>Effective Date:</b>	03-07-2022
		<b>Last Review Date:</b>	03-07-2022
<b>Section:</b>	Technology	<b>Subject:</b>	Privacy Policy

## PURPOSE

The purpose of this procedure relates to all college-affiliated events (in person and online), websites to include the primary webpage, athletics, innovation centers, intranet, social media, college catalog, and more.

## PROCEDURE

1. Personal Information Collected
  - 1.1. Personal information is defined as the information used to identify or contact an individual.
  - 1.2. This may include, but is not limited to, first and last name, physical address, email address, student identification number, Employee identification number, Social Security Number or phone number.
  - 1.3. This information is not collected while browsing college webpages, but may be collected when submitting applications for admissions, making purchases, utilizing financial aid, online registrations, etc.
  - 1.4. This information may be collected to provide the user with products or services requested by the user.
2. Automatic Information Collected
  - 2.1. The college websites make use of various technologies to collect information via various internet browsers used when accessing institutional websites.
  - 2.2. The IP address information, internet browser information, date, and time the web pages are accessed are stored in secure traffic logs.
  - 2.3. The service provider uses statistical analysis to track and predict patterns to estimate resource needs.
  - 2.4. Specific user sessions are not tracked unless there are technical issues, or evidence of fraudulent behavior, or illegal conduct.
3. Personal Information Use
  - 3.1. The institution uses personal information for servicing accounts, which may require the transfer of information to our agents, employees, or service providers.
  - 3.2. The information will not be sold or traded to unrelated third parties.
  - 3.3. The user may also receive email notifications regarding status or order updates of requested services or items.
  - 3.4. These notifications are considered part of institutional service and the user may opt-out of these notifications by following instructions provided on the notification.

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## 4. Third Parties

- 4.1. The institution may collaborate with third parties to provide professional and quality services.
- 4.2. When registering for services or products, the institution will share required personal information with third parties that is necessary to provide a product or service to the consumer.
- 4.3. The institution will not sell, or trade information collected online without consumer consent unless legally required to do so.

## 5. Information Control

- 5.1. Customer, student, and employee profiles are accessible via certain college websites or applications and the user may update the individual profile at any time.
- 5.2. This includes the phone numbers, physical addresses, mailing information, and other contact information stored in the user profile.

## 6. Confidentiality and Security

- 6.1. The institution ensures user information is protected.
- 6.2. Internally, access regarding personal information is limited to only approved employees that require this information to provide a service or product to the user.