

## Policy 2.7. Identify Theft and Privacy

### Procedure 2.7.2. Privacy Protection Protocols

Created February 4, 2020

In accordance with Policy 2.7, the College provides this guidance on information gleaned from your visits to the SCC website. Level and type of information received depends on how you navigate our website.

#### LIMITATION ON SCOPE OF CONTENT

The SCC website contains information regarding SCC, its educational programs/offerings, and training services. Pricing information referenced herein is expressed in U.S. dollars.

#### NO REPRESENTATION OR WARRANTY

SCC reserves the right to modify the information contained in this site at any time without any notice. The College makes all reasonable efforts to ensure correct and accurate information, but that status cannot be guaranteed. SCC assumes no responsibility for accuracy, completeness, or authenticity of any information contained in this site.

This website and all information and/or materials contained herein is provided to visitors "as is," without warranty of any kind. This site may contain hypertext links to other World Wide Websites which operate completely independent of this site. Thus, SCC makes no representation or warranty as to the accuracy, completeness or authenticity of information contained in any hypertext link, and any hypertext link to another person or entity shall not in any manner be construed as endorsement by SCC related to such person's or entity's World Wide Website (or other such sites), products, or services. Visitors to the SCC website linking to any other off-site pages or other sites does so at the user's own risk.

SCC cannot guarantee an individual's confidential use of this website, and the College is not responsible for any harm that the user or any person may suffer as a result of a breach of confidentiality in respect to that person's use of this site or any information that a person has transmitted to this site.

#### NORMAL WEBSITE USAGE

Visitors can visit the SCC website to access education/training service information or use our online tools (online courses, etc.) without informing the College who the user is and without revealing any personal information. The only information SCC collects and stores during normal website usage is the website that referred site visitors to the SCC website, the pages the visitor requested, and the date and time of those requests.

SCC uses this information to generate statistics and measure site activity to improve the usefulness of customer visits. During normal website usage, SCC does not collect or store personally identifiable information (e.g., name, mailing address, email address, phone number, or social security information).

#### COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

There are instances when SCC requests personally identifiable information to provide the website visitor a service or correspondence (e.g., mailed class schedules and brochures). This information (e.g., name, mailing address, email address, type of request, and possibly additional information) is collected and stored by SCC in a manner appropriate to the nature of the data and is used to fulfill the site visitor's request.

SCC makes every effort to ensure the secure collection and transmission of sensitive user information using industry accepted data collection and encryption methodologies such as SSL (Secure Sockets Layer) and PGP (Pretty Good Privacy). The information website visitors provide is used by the College to improve the services we provide to such parties. It is never provided to any other company for that company's independent use.

#### USE OF COOKIES

Cookies are pieces of information that a website transfers to an individual's hard drive for record-keeping purposes so that the website may track site and user activity. The use of cookies is an industry standard, and SCC website users will find them at most major websites. By showing how and when visitors use the site, cookies help the College to track better which areas of the website are popular and those which are not. Many improvements and updates to the site are based on this data, such as total number of visitors and pages viewed. Most browsers are initially set to accept cookies. If a user/visitor would prefer, the visitor can set his/her computer to refuse cookies or to alert the user when cookies are being sent. However, it is possible that some parts of the site will not function properly in such instances.

#### COPYRIGHT/TRADEMARK OWNERSHIP

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