

**Pensacola Junior College
Information Privacy Standard Guidelines**

1.0 PURPOSE

The purpose of these guidelines is to establish requirements concerning privacy of information accessed, used, and/or maintained at all Pensacola Junior College (PJC) campuses and centers.

2.0 SCOPE AND APPLICATION

These guidelines apply to all users of information, regardless of its form, that is owned, maintained or used by PJC during the normal academic pursuits and business of the college.

PJC information is to be used only for the business purposes expressly authorized by management. Personally identifiable information concerning students, employees, customers, visitors and others that is not declared public by law is to be held in confidence, and its uses narrowly tailored by specific management directive.

The confidentiality, integrity, and availability of PJC information is the responsibility of each information user.

3.0 PRIVACY OF STUDENT INFORMATION

All users of information are required to abide by the Federal Education Rights and Privacy Act (FERPA) regarding the release of student information. Student educational and financial records are considered confidential and may not be released without the written consent of the student, except by provisions outlined in law.

4.0 PRIVACY OF FINANCIAL INFORMATION

All users of information are required to abide by the Gramm-Leach-Bliley Act regarding the release of financial information.

5.0 PRIVACY OF MEDICAL INFORMATION

All users of information are required to abide by the Health Insurance Portability and Accountability Act (HIPAA) regarding the handling of private medical records.

6.0 PRIVACY OF ELECTRONIC MESSAGING INFORMATION

PJC will make reasonable efforts to maintain the integrity and effective operation of its electronic messaging systems, but users are advised that those systems should in no way be regarded as secure media for the communication of sensitive or confidential information. Because of the nature of the technologies that provide electronic communication, PJC cannot assure the privacy of an individual's use of messaging resources, neither can PJC assure the confidentiality of particular messages that may be created, transmitted, received, or stored using PJC messaging resources.

7.0 INCIDENTAL DISCLOSURE

Users should be aware that data (including email) may be, due to software or hardware failure, accessible to those who are not explicitly authorized. In addition, PJC Information Technology Services (ITS) personnel may be required to monitor the use of PJC IT resources in the normal operation of ensuring the confidentiality, integrity, and accessibility of the college's information and resources. Any incidental information gained from IT resources in the course of regular operations will be treated as confidential. However, ITS personnel are required to report any apparent improper or illegal activities so discovered. No guarantee of complete privacy is made.

8.0 PUBLIC DISCLOSURE

Except for student records, information produced, transmitted or received by PJC employees (including email messages or other data) "pursuant to law or ordinance or in connection with the transaction of official business" is defined as a public record by Florida law, and is subject to the provisions of Chapter 119, Florida Statutes. Public records must be retained according to specific retention schedules and are subject to inspection and copying upon request by any member of the public (except as specifically exempted by law), and may not be deleted or destroyed except as authorized by law. Responsibility for adhering to public records law(s) is the responsibility of each PJC employee.

9.0 INTERNET PRIVACY

Following is the public statement placed on PJC websites advising web visitors of PJC's position regarding gathering personal information.

PJC Internet Privacy Statement

Thank you for visiting the Pensacola Junior College website. Your privacy is very important to us. Simply stated, our policy is to collect no personal information about you when you visit our website unless you affirmatively choose to make such information available to us.

When you visit our website, our web server automatically recognizes only the Internet domain and IP address from which you accessed our website. This information does not result in the identification of your personal email address or other personal information.

In addition, we gather information regarding the volume and timing of access to our website by collecting information on the date, time and website pages accessed by the visitors to the website. We do this so that we can improve the content of our website, and this information is not shared with other organizations. Again, only aggregate information is collected, and individual visitors' personal information is not identified.

Visitors to this website who have javascript enabled may be tracked using Google Analytics. PJC has elected not to share analytics data with other Google products or anonymously with Google and others. For more information on Google's Privacy Policies, visit <http://www.google.com/privacy.html>.

If you choose to share personal information with us -- by sending us a message or filling out an electronic form with personal information -- we will use the information only for purposes you authorized. Some of the information may be

saved for a designated period of time to comply with Florida's archiving policies, but we will not disclose the information to third parties or other government agencies, unless required to do so by state or federal law.

If you have other questions about our privacy policies, or have ideas about improving our policies, please feel free to email us at askpjc@pjc.edu, or you can reach us at (850) 484-1000.

10.0 REVISION HISTORY

July 13, 2009

September 15, 2008