Metropolitan Community College

PURPOSE	The purpose of this policy is to notify users of the types of information collected through Metropolitan Community College (MCC) websites.
APPLICABILITY	This policy applies to all users of Metropolitan Community College websites.
PRIVACY POLICY	Metropolitan Community College does not collect personal information about a user when visiting any of the Metropolitan Community College websites unless you choose to provide this information to MCC. MCC web servers do collect certain information automatically.

While users browse the websites, MCC operating systems may record the following information (This does not include any personally identifiable information):

- The name of the domain and/or IP address from which users accessed our web site.

- The date and time any page on an MCC site was accessed.

- The address (also called the URL) of the web site from which any page on this site was linked.

- The type of browser being used, such as "Netscape Version X.X" or "Internet Explorer Version X.X".

- The type of operating system used by users such as Macintosh, Unix, or Windows.

- The pages visited by user.

NON-PUBLIC SECURE SITES	This information is only used to monitor traffic and improve these sites and to identify tampering with our websites. If tampering with these web sites is detected, the information gathered by MCC will be furnished to the proper authorities.
SECURE SITES	Secure websites may record login attempts and domain and/or IP addresses from which the attempt was made. This information is used to identify unauthorized access or attempted access to our websites. If unauthorized access to or tampering with these web sites is detected, the information gathered by MCC will be furnished to the proper authorities.
PROVIDING PERSONAL INFORMTAION	If a user chooses to provide MCC with personal information, as in e-mail with a comment or question, or by filling out a form with your personal information and submitting it through an MCC website, MCC will use that information to respond to the user's message.

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MCC does not share a user's e-mail with any other organization, unless required to do so by state or federal law.

SECURE SITES

User personal data stored in these systems is protected by federal and state privacy laws including FERPA. Metropolitan Community College will not disclose the information to government agencies or other third parties, unless required to do so by state or federal law.

INTRANET

The MCC intranet website uses SSL encryption between the website and your browser to ensure that none of the information you view from this website appears as clear text when being transmitted over the internet.

When a payment is made via the intranet system through a third party payment system, the credit card information is stored in encrypted format and only used to complete the payment transaction and any refunds that may be associated with the payment. MCC will not disclose this information to government agencies or other third parties, unless required to do so by state or federal law.

LINKS TO OTHER SITES

MCC websites provide links to external sites and resources. MCC does not control these sites and resources, does not endorse them, and is not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by MCC's online privacy policy and may have their own policies or none at all.

USE OF COOKIES

Cookies are used on MCC websites, with some of MCC's secure websites requiring cookies in order to provide the user with seamless access to the content available on those sites. The cookies do not include any personally identifiable information.

UPDATES TO PRIVACY POLICY

MCC has the right to make changes or additions to this policy at any time. If those changes involve using a user's personally identifiable information in a manner different from that stated at the time you joined, MCC will notify users by email. Changes that do not affect use of personally identifiable information will be posted to the MCC website.