PIEDMONT TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 1-2-1020.2

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TITLE: Website Privacy

RELATED POLICY AND PROCEDURES: 1-2-1020 College Communication

DIVISION OF RESPONSIBILITY: Administrative and Business and Finance

June 10, 2013

Date Approved by President Date of Last Review Date of Last Revision

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Administrative Responsibilities

It is the joint responsibility of the Division of Institutional Technology and the Office of College Communication to review and revise this procedure in accordance with the various provisions of Title 18, U.S. Code.
Procedure

A. The Collection of Personal Information

1. Unless you provide additional information, Piedmont Technical College (PTC) collects non-personally-identifying information during your visit of the sort that web browsers and servers typically make available. PTC collects this information for statistical purposes only.

2. PTC collects this information for statistical purposes only in an effort to evaluate the site’s usefulness to visitors. Any electronic information or inquiries that PTC receives from a website user shall be considered public information, unless otherwise required by law.

3. If you send an e-mail message to PTC or complete a questionnaire, form, or other online survey found on our website, PTC will maintain the information in accordance with applicable federal law.

4. PTC may contact you to make you aware of upcoming events, to provide information about an academic program or class, or to provide information about your enrollment status. We will not send notice if you ask to be removed from the official mailing list.

5. PTC does not disclose, give, sell or transfer any personal information about our visitors unless required for law enforcement or otherwise required by law.

6. This site is and is protected by various provisions of Title 18, U.S. Code. Violations of Title 18 are subject to criminal prosecution in federal court.

B. Use of Cookies

1. Certain PTC webpages may use “cookies,” which are small amounts of information stored by your web browser software on your workstation. In most cases, this information is temporary in nature (called session cookies) and is deleted as soon as you leave Technical PTC website. The use of temporary cookies is solely for the purpose of allowing the user to interact with our website in an effective manner.

2. PTC provides access to resources and other information on this website as a public service. Although reasonable efforts have been made to ensure that all electronic information made available is current, complete and accurate, PTC does not warrant
or represent that this information is current, complete and accurate. All information is subject to change periodically, without notice.

C. Technical Inaccuracies or Typographical Errors

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