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Owner Crystal Wheeler:  
Executive  
AdminiAssist  
President/  
Governing Board

Area 1000  
Administration

Policy 1020  
Numbers

## 1020 Website Privacy Policy

Cochise College's website, [www.cochise.edu](http://www.cochise.edu) and all sites contained within the [cochise.edu](http://cochise.edu) domain, serve to communicate information on the college and the services we provide. This policy serves to inform website users of data collection and usage.

### 1. Information Collected by Cochise College

As a general rule, personal data is not collected unless a visitor elects to submit such information.

1. E-mail and Form Information: Information gathered through the completion of a form or an inquiry via email which contains personal information shall only be used to respond unless stated otherwise. Personal information obtained through the website shall only be released if required by law and shall not be sold or released to outside parties.
2. System-Generated Information: The college may collect and record identifying information from connected client devices, including but not limited to:
  - Internet Protocol (IP) addresses of the computer or device used
  - Type of device used
  - Web pages accessed
  - Network software access
  - Web browser information
  - Referring webpage or search engine
  - Date, time and duration of web pages accessed

This information may be used to diagnose technical issues, analyze traffic patterns, usage trends and to address violations of college resources.

Cookies, small text files used to collect information on website activity, may be used on some web properties. Data obtained through cookies is strictly used to provide a consistent, convenient and customized browsing experience.

## 2. Third Party Services

The college may utilize third party or external services to provide website and digital content services. The college takes reasonable steps to ensure these service partners protect any information submitted to them.

## 3. External Websites

The website may contain links to external third-party websites whose privacy practices and content are not the responsibility of the college.

## 4. Updates to Website Privacy Policy

The college reserves the right to update this policy.

### Approval Signatures

Step Description

Approver

Date

Wendy Davis: Vice President  
for Administration

04/2020