

## College Operating Procedures (COP)



**Procedure Title:** Web Site Privacy  
**Procedure Number:** 02-0403  
**Originating Department:** Technology Services

**Specific Authority:**

Board Policy 6Hx6:2:00  
Florida Statute 1001.65  
Florida Administrative Code Chapter 815 – Computer Crimes Act

**Procedure Actions:** Adopted: 06/01/2009; 06/01/2010; 02/4/11

**Purpose Statement:** The purpose of this document is to define the procedure for respecting appropriate website visitor privacy.

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### **Procedure:**

Many people visit the Florida SouthWestern State College website ([www.fsw.edu](http://www.fsw.edu)) each day. This procedure outlines the visitor information the College does and does not collect from each visitor:

- I. The privacy of visitors to [www.fsw.edu](http://www.fsw.edu) is important to Florida SouthWestern State College.
- II. Visitors can voluntarily submit personal information if they request information or a response from Florida SouthWestern State College.
- III. Florida SouthWestern State College will only use the personal information which has been voluntarily submitted to comply with the request of the person submitting the information.
- IV. Under Florida law, all email addresses entered on a form or document within [www.fsw.edu](http://www.fsw.edu) become public records. We do not disclose email addresses unless required to under Florida or Federal law.
- V. Florida SouthWestern State College complies with all appropriate state and federal laws concerning the release of personal information.
- VI. The Privacy Policy information is displayed on the pages of the official web site for Florida SouthWestern State College: [www.fsw.edu](http://www.fsw.edu)