

# HOLLAND COLLEGE

## ADMINISTRATIVE REGULATION

**Category:** FISCAL, PHYSICAL AND INFORMATION  
**Topic:** HOLLAND COLLEGE WEBSITE – PRIVACY POLICY, PIPEDA AND TERMS OF USE  
**Code:** 20-07-2 (Reassigned Jan2017 from 30-07-2)  
**Effective Date:** July 18, 2006 **Revision:** ONE  
**Approved by:** Brian McMillan, President of Holland College

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### Related Documents:

- Board Policy [20-07](#) (Information Technology Resources)  
Administrative Regulation [20-07-1](#) (Acceptable Use For Computing Resources At Holland College)  
Board Policy [20-08](#) (Personal Information Protection & Electronics Documents Act (PIPEDA))

## 1. GENERAL

- 1.1** Although this regulation is expressly written to cover "[www.hollandcollege.com](http://www.hollandcollege.com)", it is expected that all other websites operating from the College's information technology infrastructure or operating under the identity of Holland College, or any part of Holland College including, but not limited to, affiliates, departments, or programs, will operate within the structure and guidelines described in this regulation and other College policies and regulations.
- 1.2** This Administrative Regulation will be posted on the College' website ([www.hollandcollege.com](http://www.hollandcollege.com)) accessible from all upper level webpages via a link from the words "Web Policy & Privacy".
- 1.3** All information on College Web sites must reflect the mission, interest and standards of the college community and must also comply with other College policies and local, provincial and federal laws including, but not limited to, copyright, libel and indecency statutes.
- 1.4** The [www.hollandcollege.com](http://www.hollandcollege.com) Web site is owned by Holland College.
- 1.5** The Web site is operated by Holland College for the benefit of the Holland College community and the public. It is free for use by individual Web users. When you browse this Web site you do so anonymously.

## 2. PRIVACY

- 2.1** Holland College is committed to protecting and respecting the privacy of users. We do not automatically gather any personal information from you, such as your name, address, phone number or e-mail address. This information is only obtained if you supply it voluntarily. On some parts of our Web site you have the option to send us information about yourself that we may need for correspondence purposes. If you choose to provide us with this information, you consent to its collection and use by Holland College. Holland College is not responsible for any errors or any changes made to any transmitted information.
- 2.2** Any personal information gathered by our organization is kept in confidence. Designated staff are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Holland College will not intentionally distribute this information to any third party. It should be understood that third parties may access information transmitted over public networks, and that Holland College will not be liable for any such unauthorized access and or disclosure. Should you decide to transmit information using Internet email links, you do so at your own risk.

### **3. PIPEDA**

- 3.1** The College supports the protection of privacy and the freedom of information in accordance with all applicable federal and provincial statutes. Holland College Board Policy [20-08](#) (Personal Information Protection And Electronics Documents Act ("PIPEDA")) states: "It is the Policy of the College to comply with PIPEDA when engaged in "Designated PIPEDA Activities" — please refer to the full text of the policy for a list of "Designated PIPEDA Activities".
- 3.2** The College will collect, use, or disclose personal information in the course of a commercial activity only for purposes that a reasonable person would consider appropriate in the circumstances. Personal information that is collected, used or disclosed by the College in the course of a commercial activity will be handled in accordance with the ten privacy principles set out in PIPEDA. To view the full version of the Board Policy covering PIPEDA or the Board Policy and Regulation covering Information & Technology Resources follow the links below:
- a)** [BP-20-08](#) (Personal Information Protection & Electronics Documents Act (PIPEDA))
  - b)** [BP-20-07](#) (Information Technology Resources)
  - c)** [AR-20-07-1](#) (Acceptable Use for Computing Resources at Holland College)

### **4. COPYRIGHT**

- 4.1** The contents of the Web site, such as text, publications, newsletters, articles, views, graphics, images, HTML code, multimedia clips, Java code, and the selection and arrangement of information, are protected by copyright.
- 4.2** All rights not expressly granted herein are reserved. None of the materials or services may be otherwise reproduced, republished, or otherwise provided in any manner or form without the prior written consent of Holland College or the third party to which the intellectual property rights belong.

- 4.3** Holland College reserves the right to modify, add, or remove any information or service on the Web site without notice. Holland College does not accept responsibility for any person, group, or organization that may suffer loss or damage, or may be otherwise affected by these changes.

## **5. WEBSITE USAGE STATISTICS**

- 5.1** Holland College collects Web site usage information and information about users' Web browsers and Internet connections, including computer IP addresses, the type and version of browsers and operating systems used, and referral Web site URLs.
- 5.2** This information may be used by Holland College to ensure that our Web site is compatible with the browsers and operating systems used by the majority of our Web site visitors, to improve our understanding of visitors Web browsing behaviors, and to aid in strategic development.
- 5.3** The results of all such research and analysis are presented as anonymous or aggregated information and do not reveal any personal facts about individuals.

## **6. LINKS TO OTHER SITES**

- 6.1** The Holland College Web site contains links to external Web sites. The inclusion of any link to another Web site does not imply endorsement by Holland College. Parties other than Holland College independently developed these Web sites and Holland College assumes no responsibility for the accuracy, reliability, or appropriateness of the material and information contained in such sites or the privacy practices of these Web sites.
- 6.2** Holland College does not warrant or guarantee uninterrupted access to the Web site, any site linked to the Web site, or to the availability of Internet email links provided on the Web site.

## **7. COOKIES**

- 7.1** A cookie is a small piece of information stored on users computers used to identify returning users of the Web site.
- 7.2** Holland College currently does not make use of cookies.

## **8. UPDATING OUR POLICY**

- 8.1** We regularly review our Web site Privacy Policy and Terms of Use for our various activities. Please refer to this Web page for information on our most up-to-date practices.