

**MAINE COMMUNITY COLLEGE SYSTEM**

**GENERAL ADMINISTRATION  
Section 203.2**

**SUBJECT: INFORMATION PRACTICES**

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**PURPOSE: To provide notice of MCCS practices regarding personal information exchanged on MCCS websites**

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**A. Website Privacy Policy**

The System and Colleges shall provide website notices regarding personal information exchanged on MCCS websites that comply substantially with the form set forth below.

**B. Model Notice**

**1. Typical Web Site Usage**

“You can visit our website to obtain information without telling us who you are and without revealing any personal information. The only information we collect and store during this type of normal use is the name of your Internet Service Provider, the website that referred you to us, the pages you request, and the date and time of those requests. This information is used to help us analyze trends and improve our site. When you use the website in this way, we do not collect or store personally identifiable information such as your name, mailing address, e-mail address, or phone number unless you have requested specific information through one of our on-line forms or have filled out one of our surveys.”

**2. Collection of Personally Identifiable Information**

“If you choose to provide personally identifiable information to us when using this site -- through a form, survey, or other type of correspondence -- the information is collected and stored in a manner appropriate to the nature of the data and is used to fulfill your request. Unless required to do so by the Maine Freedom of Access Act (FOAA), we do not share or otherwise disclose to other organizations or third parties the personal information you may have chosen to provide as a user of this site.”

**3. Links to Non-MCCS Sites**

“This site contains content and other materials that link to web sites operated by third parties. We have no control over those sites and this Privacy Policy does not apply to them. You are encouraged to review the privacy policies of those other sites.”

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REFERENCES: 20-A M.R.S.A. §12706 (1); and 1 M.R.S.A. §542

DATE ADOPTED: February 26, 2013

DATE(S) AMENDED: