

**Collin College Technology Services (CC-TS)
Privacy – Information Security Procedure (ISP):**

PURPOSE:

This ISP aims to communicate privacy expectations to Collin College (CC) information technology resource users. It will define standards for managing and enforcing security on any information stored or passing through CC information technology resources or any personally owned or third-party device that may be connected to a CC-owned or other public resource.

Users of CC information technology resources should not expect personal privacy with respect to any CC information technology resources. Information technology resources provided by CC are owned by the College, which is government-funded and is subject to CC and other applicable oversight. The use of CC information technology resources may be monitored or reviewed to manage performance, perform routine maintenance and operations, protect the integrity of CC information technology resources, perform security reviews, prevent misuse, and fulfill complaint, investigation, regulatory, litigation, or other requirements.

SCOPE:

The Internal Privacy Statements apply equally to all individuals who use CC information technology resources or connect personally owned devices to CC information technology resources.

The Public Privacy Statements apply to members of the general public who are concerned about the types of information gathered by CC and how CC uses that information.

STATEMENT:

CC Internal Privacy:

Users should not have any expectation of privacy regarding any data or information they send, create, receive, or store on computers, servers, or other information resources owned, leased, administered, or otherwise under the custody and control of CC. CC-TS may access and monitor information resources for any purpose consistent with the College's mission or duties without notice or prior notice and consent. Moreover, users who are employees, including student employees, have no expectation of privacy regarding any College records residing on personally-owned devices, regardless of why the College records were created.

To manage systems and enforce security, CC-TS may log, review, monitor, and otherwise utilize any information stored on or passing through its information technology resource systems in accordance with the provisions and safeguards provided in the Texas Administrative Code § 202 (TAC § 202), Information Resource Standards. For these same purposes, CC-TS may also capture user activity such as websites visited.

Third-party and customer information has been entrusted to CC for business purposes, and all employees and students will do their best to safeguard the privacy and security of this information. Customer account data is confidential, and access will be strictly limited based on business needs.

CC Website Public Privacy:

CC maintains the <http://www.collin.edu/> website and other CC-owned or – hosted domains as a public service. CC's detailed public privacy statement is available at <https://www.collin.edu/security/isp.html> regarding individual websites, data collection, public forums, and links to other sites.

For site management functions, information is collected for analysis and statistical purposes. This information is not reported or used in any manner that would reveal personally identifiable information unless CC is legally required to do so in connection with law enforcement investigations or other legal or regulatory proceedings.

For site security purposes and to ensure that the site remains available to all users, CC uses software to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage, which is strictly prohibited and may be punishable under applicable state and federal laws.

Related Policies, References and Attachments:

An index of approved CC-TS ISPs can be found on the CC Technology Services ISP's website at <https://www.collin.edu/security>

Implementation Information

Review Frequency:	Annually
Responsible Person:	IRM
Approved By:	Abe Johnson, Ed. D.
Approval Date:	02/09/2022

Revision History

Version:	Date:	Description:
1.0	02/09/2022	Initial document
1.1	10/28/2022	Annual Review – No Changes required.
1.2	03/19/2024	Annual Review – Minor grammatical changes.