

Procedure 3.0401

Learning Management Privacy Procedure

Personal Information

The College will not disclose personal information, except as required to do so by law, or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal processes served on the College; (b) protect and defend the rights or property of the College or (c) act under exigent circumstances to protect personal safety.

Use of Cookies

Cookies may be used to identify a user, and they may be used to track individual preferences and other information about a web user. Learning management system (LMS) products use this technology to provide secure learning experiences, track usage and manage application performance.

Content and tools used in conjunction with LMS products may install additional cookies on computers. This third party content may include cookies from the content issuer. These third party sites have separate and independent privacy policies. The College therefore has no responsibility or liability for the content and activities of these linked sites.

Links to Other Websites

The College provides links to other websites that may be useful for students and/or customers. The College cannot make any guarantee regarding the linked sites, content or security. The College suggests regular review of the privacy and security policies of company websites for each link.

Security of Personal Information

The College secures personal information from unauthorized access, use or disclosure. The College secures personally identifiable information provided on computer servers in a controlled environment protected from unauthorized access, use or disclosure. These measures include encrypted transmission of information.

The learning management system, email, and the campus network can only be accessed in accordance with the current login guidelines.

[Follow this link to BCCC LibGuides.](#)

References

Legal References: **FERPA**

Procedure

SACSCOC References: 4.8.2

Cross References: [Academic Support Services Policy](#)

History

Senior Staff Review/Approval Dates: 05/09/2016

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

