Web Site Policy

The following policy applies to users of Kingsborough and is intended to explain what types of information is gathered from users and how that information is used and security guidelines. CUNY employees should also refer to the [CUNY Computer User Policy](#) which outlines CUNY's internal policy for the use and protection of CUNY computer resources and [CUNY Security Guidelines](#).

The City University of New York (CUNY) is committed to respecting your privacy. As an unregistered user, you can visit most of cuny.edu without revealing any personal information. However, in order to personalize your view of our site and gain access to certain information systems, you must

the Internet Protocol address and domain name of your Internet Service Provider and/or computer, if your computer has an IP address

Further, the disclosure of information, including personal information, collected through this website is subject to the provisions of the U.S. Family Educational Rights & Privacy Act and New York State's Freedom of Information Law.

We may also disclose personal information to federal or state law enforcement authorities to enforce CUNY's rights against unauthorized access or attempted unauthorized access to CUNY's information technology assets.

RETENTION OF INFORMATION COLLECTED THROUGH THIS WEB SITE

We retain the information collected through this web site in accordance with the CUNY records retention and disposition policy. The retention period differs depending on the type of information collected. Questions regarding the records retention and disposition policy should be addressed to:

CUNY Central Office Records Access Officer
The City University of New York
535 E. 80th Street
New York, NY 10021

ACCESS TO AND CORRECTION OF PERSONAL INFORMATION COLLECTED THROUGH THIS WEB SITE

You may submit a request to the CUNY records access officer to determine whether personal information pertaining to you has been collected through this web site. Your request must be in made in writing and must be accompanied by reasonable proof of your identity. Reasonable proof of identity may include verification of a signature, inclusion of an identifier generally known only to you, or similar appropriate identification. The address of the records access officer is:

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The records access officer will, within five business days of the receipt of a proper request, provide access to the personal information; deny access in writing, explaining the reasons therefore; or acknowledge the receipt of the request in writing, stating the approximate date when the request will be granted or denied, which date shall not be more than thirty days from the date of the acknowledgment.

SOFTWARE GUIDELINE

KCC Security guidelines allow for use of open source software only in cases where support and security updates can be provided by an established business entity of no less than five years of age. Any software that has a community-based support model will not be accepted and cannot be used on Kingsborough Website.

The software must thoroughly secure student data and meet or exceed industry compliance standards.

The software must be configure to do data transfers that are encrypted. Security must be configurable to enable the Admins to manage and control individual and group access to the application,

CONTACT INFORMATION

For questions regarding this privacy policy, please contact: webmaster@Kbcc.cuny.edu.

Excerpted from www.cuny.edu: http://www.cuny.edu/website/privacy.html