

Privacy Statement

Introduction

Thank you for visiting the InterNapa College Web site and reviewing our Privacy Notice. This statement addresses collection, use, and security of and access to information that may be obtained through use of the InterNapa College Web site. This notice covers the following topics:

- Information Collected and How it is Used
- Personal Information and Choice
- Nondisclosure of Certain Personal Information
- Cookies
- Security
- Disclaimer

Information Collected and How it is Used

Information collected if you only browse this site.

If you do nothing during your visit to our Web site but browse, read pages, or download information, we will gather and store certain information about your visit. This information does not identify you personally. We automatically collect and store the following information about your visit:

1. The Internet Protocol Address and domain name used. The Internet Protocol address is a numerical identifier assigned either to your Internet service provider or directly to your computer. We use the Internet Protocol Address to direct Internet traffic to you. This address can be translated to determine the domain name of your service provider (for example, *abccompany.com* or *yourcollege.edu*);
2. The type of browser and operating system you used;
3. The date and time you visited this site;
4. The Web pages or services you accessed at this site; and
5. The Web site you visited prior to coming to this Web site.

The information we automatically collect or store is logged and used by InterNapa College only to improve the content of our Web services and to help us understand how people are using our services. InterNapa College analyzes the Web site logs to determine how our Web site is being used, so that we may continually improve the site's usefulness to the public.

What we collect if you volunteer information.

If during your visit to our Web site you participate in a survey, send an e-mail, or perform some other transaction on-line, the following additional information will be collected:

- The e-mail address and contents of e-mail, for those who communicate with us via e-mail.
- Information volunteered in response to a survey.
- Information volunteered through an on-line form for any other purpose.

The information collected is not limited to text characters and may include audio, video, and graphic information formats you send us.

We use your e-mail to respond appropriately. This may be to respond to you, to address issues you may identify, to further improve our Web site, or to forward the e-mail to another agency for appropriate action. Survey information is used to identify opportunities to improve our services. Information from other online forms is used for registration and admissions

Personal Information and Choice

You may choose whether to provide personal information online.

Personal information is information about a natural person that is readily identifiable to that specific individual. Personal information includes such things as an individual's name, address, and phone number. A domain name or Internet Protocol address is not considered personal information.

We collect no personal information about you unless you voluntarily provide it to us by sending us e-mail, participating in a survey, or completing an on-line form. You may choose not to contact us by e-mail, participate in a survey or to provide any personal information using an online form. Your choice to not participate in these activities will not impair your ability to browse InterNapa College Web site and read or download any information provided on the site.

If personal information is requested on the Web site or volunteered by the user, state law and the federal Privacy Act of 1974 may protect it. However, this information is a public record once you provide it, and may be subject to public inspection and copying if not protected by federal or state law.

InterNapa College Web site is a general audience site and we do not knowingly collect any personal information from children. Users are cautioned that the collection of personal information requested from or volunteered by children on-line or by e-mail will be treated the same as information given by an adult, and may be subject to public access.

Nondisclosure of Certain Personal Information

You may be required to provide certain personal information when you use the Web-enabled applications that are described below.

Credit Card Payment

InterNapa College may require you to provide certain personal information in order to pay tuition and fees over the Web. The information is required in order to verify your identity and to verify your credit card number and expiration date. You may choose not to provide this information, but if you choose not to provide it we will be unable to apply tuition and fee payment over the Web and you will have to pay your tuition and fees in person.

Some laws and regulations may prevent InterNapa College from disclosing any personal information about you except for directory information. Only directory information can be released without a student's authorization. Students must sign a release in order to have any other information disclosed or to withhold all information. Education information may be released to other institutions that have requested the records and in which the student seeks or intends to enroll. Information may be released to a third party without a student's consent if an emergency situation exists or if information is requested officially by means of a subpoena, court order, or legal report. Directory information may include a student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Degree Audit

InterNapa College may require you to provide certain personal information in order to perform a degree audit of your records over the Web. The information is required in order to verify your identity. You may choose not to provide this information, but if you choose not to provide it we will be unable to display a degree audit of your records over the Web, and you will have to request a degree audit in person. Only directory information can be released without a student's authorization. Students must sign a release in order to have any other information disclosed or to withhold all information. Education information may be released to other institutions that have requested the records and in which the student seeks or intends to enroll. Information may be released to a third party without a student's consent if an emergency situation exists or if

information is requested officially by means of a subpoena, court order, or legal report. Directory information may include a student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Cookies

To better serve our users, we are now using "cookies" to customize your browsing experience with the InterNapa College Web site. Cookies are simple text files stored on your computer by your Web browser.

Cookies created on your computer by using this Web site do not contain personally identifying information and do not compromise your privacy or security. We use the cookie feature to store the following information on your computer:

- Session login information
- Limited personal information, such as name

Security

This information should not be construed in any way as giving business, legal, or other advice, or warranting as fail proof, the security of information provided via InterNapa College Web site.

Disclaimer

The InterNapa College Web site has many links to other Web sites. These include links to Web sites operated by other government agencies, nonprofit organizations and private businesses. When you link to another site, you are no longer on the InterNapa College Web site and this Privacy Notice will not apply. When you link to another Web site, you are subject to the privacy policy of that new site.

Neither the State of Cyprus, nor any agency, officer, or employee of the State of Cyprus warrants the accuracy, reliability or timeliness of any information published by this system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity that relies on any information obtained from this system does so at their own risk.

InterNapa College reserves the right to revise and update this Privacy Notice at any time without notice by posting such revised Privacy Notice at the InterNapa College home page.