



## Workforce Southwest Washington Policies and Procedures

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### PRIVACY POLICY POLICY # 2008

Date of Original Policy: 8/24/2016

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#### BACKGROUND

The [Federal Privacy Act of 1974](#) requires any agency that may collect personal information to notify all involved parties of the purpose of the collection. Workforce Southwest Washington (WSW) recently revamped the agency website to include more options and information. WSW's website address is [www.workforcesw.org](http://www.workforcesw.org).

This policy applies to all visitors to the aforementioned website. To protect online privacy, this policy explains the collection of and use of the information solely collected by this website.

#### POLICY

WSW will not sell, lend or otherwise provide user information to individuals, organizations or other third parties. By using the website, visitors indicate their agreement to the collection and use of information by WSW as outlined in this Privacy Policy.

#### Information Collected

WSW collects information about visitors via the WSW website in two ways:

1. Non-Personal Information: Visitors using the public areas of the website are doing so anonymously. WSW collects aggregate usage information, such as number of hits (visits) per page. WSW may track non-personal information about the visit, including the domain name and the name of the web page from which the visitor entered WSW site, how much time is spent on each page, and the IP (internet protocol) address associated with the computer. WSW will use this information to improve services and the performance and operation of the site.
2. Personal Information: WSW will not automatically collect personal information from visitors browsing the website. The visitor must provide the information voluntarily by sending WSW an email, participating in a survey, or completing an online form. The visitor may choose not to contact WSW by email, participate in a survey, or provide any personal information using an online form. It is the visitor's choice to decline participation in these activities, and it will not impact the ability to browse and read or download any information provided on the site.

If personal information is requested on the website or volunteered by the visitor, state law and the Federal Privacy Act of 1974 may protect it. However, this information becomes public record once the visitor provides it and may be subject to public inspection and copying if not protected by federal or state law.

### Contact Lists and Newsletter Subscribers

If while visiting the website a visitor signs up to receive a newsletter and/or periodic messages from WSW, the visitor will be asked to voluntarily provide name, company name, title and email address. The personal information provided will not be sold or shared for commercial purposes.

### Cookies

This website uses "cookies." A cookie is a piece of data stored on a visitor's hard drive with the intent of enhancing their experience using the website. WSW may use cookies to improve the content delivered to a visitor while using the site. The cookies do not contain or capture any personal information. A visitor can configure a computer's browser to send a notification when a site is attempting to send a cookie, and then either accept or refuse the cookie. It is the visitor's decision to refuse or accept the cookie, and such decision will not prevent the navigation of the site.

### Use of Information

WSW uses information for the following general purposes:

- a. To respond to an inquiry generated by a visitor
- b. To improve the services provided
- c. To provide statistical reporting on a high level

WSW will not share personal information with any third party organization, other than as necessary to fulfill the request made by the visitor to the website.

### Disclaimer

This website contains links to other websites or resources as a convenience to visitors. By clicking on the link, it may direct the visitor away from WSW's website. WSW is not responsible for the content or privacy practices of other sites. WSW is not responsible or liable for the accuracy of or use of content displayed by third-party websites. The linked sites may collect personal information not subject to WSW's control. Visitor will assume complete responsibility and risk in the use of any external sites.

### Opt-Out

The following options are available for removing personal information from WSW databases to discontinue future communications.

1. A visitor may remove their email address from WSW email lists by clicking on the opt-out links provided in WSW's automated bulk e-mail.
2. A visitor may also send email list removal requests to: [info@workforcesw.org](mailto:info@workforcesw.org).

### Visitor Responsibility

If a visitor becomes aware of a breach in WSW Privacy and Security policies or suspects that WSW handled personal information in a manner that fails to comply with this privacy policy, the visitor may send an explanation email to [info@workforcesw.org](mailto:info@workforcesw.org).

### Changes to this Privacy Policy

WSW's Privacy Policy may change from time to time, and all updates will be posted on this page. A visitor's continued use of the site after such changes have been made indicates that individual's consent and acceptance of the changes.

### Contacting WSW

Contact Workforce Southwest Washington as follows:

Workforce Southwest Washington  
805 Broadway, Suite 412, Vancouver, WA 98660  
[info@workforcesw.org](mailto:info@workforcesw.org)  
360.567.1070

### **DEFINITIONS**

Visitor – a person who has navigated to [www.workforcesw.org](http://www.workforcesw.org) for any reason.

Personal Information –information about a 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.

Cookie – a piece of data stored on a visitor's hard drive with the intent of enhancing their experience using the website.

### **REFERENCES**

- [Federal Privacy Act of 1974](#)