

## My WorkSource Privacy Notice

### 1. Overview

The My WorkSource website is owned and managed by Worksystems, Inc. (“Worksystems,” “we,” “us,” and “our”). Worksystems respects your privacy and is committed to protecting it through compliance with this Privacy Notice (“Privacy Notice”). This Privacy Notice describes the types of Information we may collect from you when you visit the My WorkSource website at <https://www.myworksourceportfolio.org/> (the “Site”), that you may provide in electronic messages between you and My WorkSource, and to create your My WorkSource account and enroll you in programs operated by Oregon Local Workforce Development Board staff, service provider staff, WorkSource Oregon Center Staff and grant funders (collectively “Partners”). It also describes our practices for collecting, using, maintaining, protecting, and disclosing that Information. This Privacy Notice does not apply to Information collected by us offline, through any other means or by any third party.

Please read this Privacy Notice carefully to understand our policies and practices regarding your Information and how we will handle it. If you do not agree with our policies and practices, do not use the Site. By accessing or using the Site, you agree to this Privacy Notice.

*Worksystems may change this Privacy Notice at any time, at its discretion.* Your continued use of the Site after we make changes is deemed to be acceptance of those changes, so please check the Privacy Notice periodically for updates.

This Privacy Notice is subject to and governed by the Worksystems Terms of Use (“Terms of Use”) available at the Site [here](#).

### 2. The Types of Information That Worksystems Collects About You and How Worksystems Collects Information About You

Worksystems may collect two types of information from you when you visit the Site: Personal Information and Non-Personal Information (collectively “Information”).

- “Personal Information” refers to data by which you may be personally identified, such as name, postal address, e-mail address, and telephone number.
- “Non-Personal Information” means data that is about you, but does not identify you specifically. If you do nothing during your visit to our Site but browse, read pages, or view content, we will gather and store Information about your visit that does not identify you personally.

We collect Information:

- Directly from you when you provide it to us.
- Automatically as you navigate through the Site.
- From our Partners.
- Through Google Analytics.

*Information You Provide Directly to Worksystems.* The Information that you provide us directly through our Site may include:

- Information that you provide when you register for the Site and develop a portfolio to create employment and training goals. You must be registered with a Partner's program to create a Site account. Information collected for Partner program enrollment is stored in the Partner database managed by Worksystems and linked to your Site account.
- Information that you provide by filling in forms on our Site. We may also ask you for Information when you report a problem with our Site. And it may be necessary for you to provide us with Information so we can communicate with you about an inquiry you have.
- Records and copies of your correspondence (including email addresses), if you contact us.
- Your responses to surveys that we might ask you to complete.

*Information Automatically Collected from You.* The Information that Worksystems may automatically collect and store about you when you visit the Site may include:

- Your location.
- The Internet Protocol Address 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.
- The date and time you visited the Site;
- The web pages or services you accessed at the Site; and
- Cookies, which are small text files that a web server (such as Worksystems or its chosen web hosting company server) places on a user's computer. When accessing a cookie, Worksystems' server reads a number associated with a browser, but is unable to determine any data about a user. With that number, our web server can tailor its content to the needs of the specific browser, and we can optimize the Site for your use.

### **3. How Worksystems Uses Information It Collects About You and the Purpose for the Collection and Use**

We use Information that we collect about you or that you provide to us, including any Personal Information, for the following purposes:

- To present our Site and the Site Contents (as defined in the Terms of Use) to you.
- To provide you with the services that you request from us. For example, when you provide your email address or cell phone number by contacting us, we are able to use your email address or cell phone number to respond to your comment or question personally.
- To carry out our obligations and enforce our rights arising from any contracts entered into between you and us.
- To notify you about changes to our Site or any services we offer or provide through it.

- To communicate with you regarding our services (including contacting you directly to request additional information to process your inquiry or request).
- In any other way we may describe when you provide the Information.
- To fulfill any other purpose for which you provide it.
- For any other purpose with your consent.
- To improve our Site and services and to develop new services.
- To conduct program eligibility.
- To track performance for funders.
- To comply with applicable laws, regulations, and rules, and requests of relevant law enforcement and/or other governmental agencies.
- To enforce our Terms of Use.

Site statistics are compiled into traffic reports, which help Worksystems understand, anticipate, and respond to user needs. If we learn, for example, of heightened interest in certain aspects of the Site, we are likely to highlight that information on the Site home page. This Information helps us create a better overall experience for Site users.

Worksystems will retain your Information for as long as necessary to provide the services you have requested, comply with our legal obligations, resolve disputes, enforce our agreements, and for other legitimate and lawful business purposes.

#### **4. How Worksystems Protects Your Information**

We have implemented measures designed to protect your Information from accidental loss and from unauthorized access, use, alteration, and disclosure. All data collected is securely stored and combined with Partner program data. Passwords are encrypted and not available to anyone to view. If a social security number is provided through the Partner program registration process, it is also encrypted and not available to any staff to view. Data is accessed by Partners through the Partner portal. Data is permissions-based and reviewed only by approved staff with a responsibility to maintain the program participant data.

Unfortunately, the internet is not completely secure. Although we are working to protect your Information, we cannot guarantee the security of your Information either in transmission or when stored. We are not responsible for circumvention of any privacy settings or security measures contained on the Site.

#### **5. When Worksystems Shares Your Information**

*We do not sell or rent your Personal Information to third parties, nor do we accept paid advertisements from third parties. We may use and disclose Non-Personal Information about our users without restriction. We may disclose Personal Information that we collect or you provide as described in this Privacy Notice:*

- To our Partners, subsidiaries, and affiliates.
- To contractors, service providers, and other third parties we use to support our business, as described further below.
- To a successor (potential or actual) in connection with a transfer of some or all of Worksystems assets, including any related due diligence.
- To fulfill the purpose for which you provide it.
- For any other purpose disclosed by us when you provide the Information.
- With your consent.
- To comply with any court order, law, or legal process, including to respond to any government or regulatory request.
- To enforce or apply our Terms of Use.
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of Worksystems, the Site, or others.

#### **6. Third Parties Providing Services On Our Behalf**

We use third parties to host the Site, design and operate the Site features, and perform administrative, analytics, and communications services. Services these third parties provide include providing information to Worksystems about the use of the Site and viewing of our content. We may disclose your Information to these companies so they can carry out these services. These companies are bound by contractual obligations to keep Information confidential.

#### **7. Information From Children Under 13**

The Site is not directed at children, and Worksystems does not knowingly collect any Information from children under 13 years of age. If Worksystems learns that a child under 13 years of age has provided Information, Worksystems will delete this Information from our databases. If you are under 13, do not use this Site or provide any Information about yourself to Worksystems, including your name, address, telephone number or email address. If you become aware that Information of a child under 13 years of age has been provided, please contact us at [myws-support@myworksourceportfolio.org](mailto:myws-support@myworksourceportfolio.org).

#### **8. Links to Other Websites and Services**

We are not responsible for the practices employed by websites or services linked to or from the Site, including the information or content contained therein. Our Privacy Notice does not apply to third-party websites or services.

#### **9. Do Not Track**

Some browsers incorporate a "Do Not Track" ("DNT") feature that, when turned on, signals to websites and online services that you do not want to be tracked. At this time, the Site does not respond to DNT signals.

## **10. Your Choices About Information**

If you choose not to provide Information, you may be unable to access or use all portions of the Site.

If you wish to make any changes to any Personal Information you have provided, you may do so at any time by contacting your program Partner; contact information is available on the Site on the Locations page. We may reject requests that are unreasonably repetitive, require disproportionate technical effort (for example, developing a new system or fundamentally changing an existing practice), risk the privacy of others, or that would be extremely impractical (for instance, requests concerning information residing on backup tapes), or you may be exited from program services.

We may contact you via text message through the mobile number you have provided regarding your engagement with My WorkSource. You can always opt-out of receiving text messages by selecting the link that accompanies the text message or by logging into your My WorkSource account and changing your communication settings.

Please report your concerns about collection or use of Personal Information through the Site to [myws-support@myworksourceportfolio.org](mailto:myws-support@myworksourceportfolio.org).

## **11. Your California Privacy Rights**

California's "Shine the Light" law (Civil Code Section § 1798.83) permits users of the Site that are California residents to request certain information regarding our disclosure of Personal Information to third parties for their direct marketing purposes. To make such a request, please contact us at the physical address or email address included below.

## **12. How To Contact Us About This Privacy Notice**

To ask questions or comment about this Privacy Notice and our privacy practices, contact us at [myws-support@myworksourceportfolio.org](mailto:myws-support@myworksourceportfolio.org) or by mail at:

Worksystems, Inc.  
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Portland, OR 97201

EFFECTIVE DATE: April 25, 2021