

Introduction

Worksystems, Inc. (“Worksystems”) is the sponsor of this site and the WorkSource Portland Metro network. Worksystems respects your privacy and is committed to protecting it through compliance with this privacy policy (this “Policy”). This Policy describes the type of information Worksystems, its contracted service providers and WorkSource Portland Metro may collect from you or that you may provide when you visit the web site (the “Site”), and the Worksystems’ practices for collecting, using, protecting, and disclosing that information.

Your use of the Site indicates that you consent to this Policy. Please read this Policy carefully to understand Worksystems’ practices regarding your information. If you do not agree to this Policy, do not access or use the Site. Worksystems reserves the right to make changes to this Policy from time to time at its sole discretion. You are subject to the current version of this Policy at the time of your use.

Worksystems does not use your data for anything other than providing you with the service that you have subscribed to. Worksystems also does not scan your email or documents for advertising, allow for data mining, will not sell the data or use it for purposes that are not service-related.

This Policy applies to information Worksystems collects on or through the Site. It also applies to information collected through WorkSource Portland Metro or at WorkSource centers, but only to the extent such information is used to provide you services through the Site.

Worksystems engages third-party service providers who may operate domains or applications accessible through the Site. Any information collected through such third-party domains or applications may be subject to the privacy policies of the third-party operators, which may employ different data collection, use, disclosure, and security procedures than Worksystems employs. Worksystems is not responsible for the content or practices, including privacy-related practices, of non-Worksystems web sites accessible through the Site.

Types of Information that Worksystems Collects

Worksystems collects several types of information from and about users of the Site, including:

- Information that can be used to identify you personally, such as your name and email address (“Personal Information”) – please note that social security numbers are not collected under this policy.
- Information that relates to you but does not identify you individually (“Non-Personal Information”), such as demographic information, data about services you have registered for or used on the Site, your internet connection, the equipment you use to access the Site, and usage details.

Personal Information and Non-Personal Information are collectively “Information.”

How Worksystems Collects Information Covered by this Policy

The Information Worksystems collects may include:

- Information collected directly from you or provided by you.
- Information collected automatically as you navigate the Site.
- Information that you provide by filling in forms on or through the Site or at WorkSource centers. This includes information provided when you create a user account, if one is required by the Site.

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- Information collected from third parties and service providers, some of whom may operate third-party domains and applications accessible through the Site, or with whom we may exchange data in order to provide Site services to you.
- Records and copies of your correspondence (including email addresses), if you make contact through a “live chat” feature.
- Your responses to surveys that you choose to complete at Worksystems’ request.
- Information about your computer and internet connection, including your IP address, operating system, and browser type.
- Details of your visits to the Site, which may include traffic data, location data, logs, and other communication data, and the pages or content that you access and use on or through the Site.
- Information about your interaction with the Site over time, including the frequency of your visits to the Site or your transactions through the Site.

Worksystems or its service providers may automatically collect data using technologies such as cookies. A cookie is a small file placed on the hard drive of your computer to help provide additional functionality and allow for analysis of Site usage.

How Your Information is Used

Worksystems uses the Information that it collects about you or that you provide as described in this Policy, including any Personal Information:

- To present the Site and its content and services to you.
- To provide you with information or services that you request from Worksystems.
- To register and maintain your user account when one is required by the Site.
- To permit you to access the content and services of a third-party service provider.
- To measure your interaction with the Site.
- To record and support your participation in the activities you select.
- To inform you about opportunities, announcements, and services related to your areas of interest.
- To provide opportunities for you to evaluate the Site and services provided through the Site.
- To carry out Worksystems’ obligations and enforce any terms that govern your use of the Site.
- To notify you about changes to the Site or any content or services offered or provided through the Site.
- To estimate Worksystems’ audience size and usage patterns.
- In any other way Worksystems may describe when you provide the information.
- To recognize you when you return to the Site.
- For any other purpose with your consent.

Disclosure of Your Information Covered by this Policy

Worksystems may disclose Personal Information that it collects or that you provide as described in this Policy:

- To third parties Worksystems uses to support the Site and its business, and who are bound by contractual obligations to keep Personal Information confidential and use it only for the purposes for which Worksystems discloses it to them.
- To a successor in the event of a merger, divestiture, restructuring, reorganization, dissolution or other sale or transfer of some or all of Worksystems' assets in which Personal Information held by Worksystems about its Site users is among the assets transferred.
- To fulfill the purpose for which you provide it.
- For any other purpose disclosed by Worksystems when you provide the information.
- With your consent.

Worksystems may also disclose your Personal Information:

- To comply with any court order, law or legal process, including responding to any government or regulatory request.
- To enforce or apply terms that apply to your activities on or through the Site.
- If Worksystems believes disclosure is necessary or appropriate to protect the rights, property, or safety of Worksystems, or of others.

Worksystems may disclose Non-Personal Information about you to third parties without notice or restriction except as specifically provided in this Policy. For example (and without limitation), Worksystems may disclose aggregated Non-Personal Information about Site visitors to its funders and other Workforce Development Boards.

Your Choices with Respect to Your Information

Worksystems recognizes and appreciates the importance of responsible use of information collected on the Site.

Worksystems directs you to the following mechanisms to give you control over your information:

- Tracking Technologies and Advertising. You can set your browser to refuse all or some browser cookies, or to alert you when cookies are being sent. If you disable or refuse cookies, please note that some parts of the Site may then be inaccessible or not function properly.
- 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.
- Site newsletters and notices. If you do not wish to have your contact information used to provide newsletters about additional Site opportunities and services in your area of interest, you can opt-out by using the applicable feature at the bottom of a bulk email communication, or by contacting us at the email address below.

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Children Under the Age of 13

The Site is not intended for children under 13 years of age. Worksystems does not knowingly collect Personal Information from children under 13. If you believe we might have any Personal Information from or about a child under 13, please contact us using the contact information provided below.

Data Security

Worksystems takes reasonable steps to secure your Personal Information from accidental loss and from unauthorized access, use, alteration, and disclosure. The safety and security of your information also depends on you. Where Worksystems has given you (or where you have chosen) a password for access to certain parts of the Site, you are responsible for keeping this password confidential.

Unfortunately, the transmission of information via the internet is not completely secure. Although Worksystems does its best to protect your Personal Information, Worksystems cannot guarantee the security of your Personal Information transmitted to the Site. Any transmission of Personal Information is at your own risk. Worksystems is not responsible for circumvention of any privacy settings or security measures contained on the Site.

Changes to This Policy

It is Worksystems' policy to post any changes to this Policy on this page. The date this Policy was last revised is identified at the bottom of the page. You are responsible for periodically visiting the Site and this Policy to check for any changes.

Questions or Comments

If you have questions or comments about this Policy and Worksystems' privacy practices, please contact us at privacy@worksystems.org.