



Career Connect Privacy Statement

Access to the Career Connect web site is provided subject to the following terms and conditions. Please read these terms carefully as use of Career Connect constitutes acceptance of all of the following terms and conditions:

The access to this information is not intended to be used to violate individual privacy, nor to further a commercial enterprise, nor to disrupt the duly-undertaken work of any public body independent of the fulfillment of any of rights of the people to access to information.

Information collected and received through Career Connect may become public record and therefore subject to disclosure under the Illinois Freedom of Information Act. It is therefore the policy of the Chicago Cook Workforce Partnership (The Partnership) that no personal information you provide to us, including, but not limited to, your name, address, telephone number, driver's license number, Social Security Number and email address will be sold or rented to any entity or individual or disclosed to any unauthorized entity or individual. The release of personal information by the departments under the control of The Partnership's Chief Executive Officer shall be limited, according to Illinois law, to the State of Illinois government agencies and/or to authorized department contractors or grantees.

This Privacy Notice applies to the use of the Career Connect website. It does not apply to information collected by The Partnership in the course of exercising its legislative mandate through the filing of applications, forms and/or petitions, correspondence and e-mail directed to The Partnership or any information subject to disclosure under the Freedom of Information Act. It does not apply to any external websites that are linked to Career Connect. You are encouraged to review the privacy statements of Web sites you choose to link to from Career Connect so that you can understand how those Web sites collect, use and share your information. The Partnership is not responsible for the privacy policies or content on Web sites outside of Career Connect.

PERSONAL INFORMATION AND CHOICE

"Personal information" is information about an individual that is readily identifiable to that specific individual. Personal information includes personal identifiers such as an individual's name, address, phone number, driver's license number and social security number. A domain name or Internet Protocol address is not considered personal information. As a general rule, the system does not collect personal information about you unless you voluntarily participate in an activity that asks for information (e.g., sending an e-mail, registering for an account, or participating in a survey). If you choose not to participate in these activities, your choice will in no way affect your ability to use any other feature of the Career Connect website. 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.

POLICIES FOR INDIVIDUALS UNDER 13 YEARS OF AGE

The Partnership is committed to complying fully with the Children's Online Privacy Protection Act (<https://www.consumer.ftc.gov/articles/0031-protecting-your-childs-privacy-online>). Accordingly, if you are under the age of 13, you are not authorized to provide us with personally identifying information, and we will not use any such information in our database or other data collection activities. We appreciate your cooperation with this federally mandated requirement. Users are cautioned that the collection of personal information 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.

WEB LOGS

The Partnership analyzes our web site logs to continually improve the value of the materials available on our site. Our web site logs are not personally identifiable.

INFORMATION RETAINED AND HOW IT IS USED FOR ANONYMOUS USERS

As you browse through the Career Connect site as an anonymous user and look at, print, and download information, no personally identifying information will be revealed or recorded about you. Our web server logs collect and store only the following general information about your visit:

- The domain and name of the service provider from which you accessed our Web site. The domain indicates what type of service provider you are connecting from, e.g., a commercial carrier, governmental entity, or university. The name of the service provider tells us which provider you are using without disclosing any of your personal information.
- The date, time of the visit and the pages viewed identified only by the Internet address of your service provider, the Internet address of the Web site from which you linked directly to us and the type of browser used. No name, address, e-mail address or any personal information of any sort is collected.
- The type of web browser used (Internet Explorer, Netscape, etc.). Web pages do not always display the same on every type or version of web browser and thus must be coded for appropriate access. This information is used to prepare summary statistics on most frequently visited and least frequently visited pages to help us decide which content is the most useful to our visitors. This information is used solely to help us improve our online services by determining how often our Web site is visited and which areas of the site are visited most to gauge overall interest. Our office exclusively uses all information; none of the information we collect is disclosed to third parties except as may be required to fulfill a request made pursuant to the Freedom of Information Act.

CORRESPONDENCE

If while visiting the Career Connect website you participate in a survey or send e-mail, the following additional information will be collected:

1. E-mail Correspondence: The e-mail address and contents of the e-mail. We may use your e-mail to respond appropriately. This may be to respond to you, to address issues you identify, to further improve our web site, or to forward the e-mail to another agency for appropriate action.
2. Survey Responses: You may be asked to participate in a customer satisfaction or research survey. The purpose of that survey will be disclosed in the survey. Any information you

volunteered in response to a survey is used for the purpose designated. The information collected is not limited to text characters and may include audio, video, and graphic information formats that you have provided.

ANONYMOUS SEARCHING

You must have per-session cookies enabled to utilize the search capabilities of our web site. Our web server software issues a temporary session cookie that is deleted when you close your browser. This cookie is necessary to keep track of your search criteria and which page of the search results you are viewing to enable navigation through the search results. No personal information of any sort is stored in the cookie and nothing is maintained on our web site about the cookie after you close the browser session.

See your browser documentation for directions on how to enable and disable cookies. Per-session cookies are used to store state information only within a session. These cookies are cached only while a user is visiting the Web server issuing the per-session cookies and are deleted from the cache when the user closes the session. No personal information is stored or collected by our web site through the use of per-session cookies. Per-session cookies are used by Active Server Pages (ASP) running on Microsoft Internet Information Server, or as per session cookies running as a "dotnet" application. These cookies store session information as the user navigates to multiple ASP pages in a site.

AUTHENTICATED APPLICATIONS

Authenticated Applications on the Career Connect site do not allow anonymous users to enter information. Authenticated applications require a registration and a user-id and password to enter information. Authenticated applications enable The Partnership to collect electronic information in the course of exercising its legislative mandate through the filing of applications, forms and/or petitions, correspondence and e-mail directed to The Partnership or any information subject to disclosure under the Freedom of Information Act.

ACCESS OF INFORMATION COLLECTED

No personally identifying information is collected unless you are specifically prompted for such information. Information submitted via survey forms or on-line complaints cannot later be viewed or altered; however, most information collected when authenticated to our system through a user-id and password can be reviewed and corrected by logging back in and changing the information.

SECURITY OF INFORMATION COLLECTED

This site is strongly committed to maintaining the privacy of your personal information and the security of our computer systems. With respect to the collection, use and disclosure of personal information, the system makes every effort to ensure compliance with applicable Federal law, including, but not limited to, the Privacy Act of 1974, the Paperwork Reduction Act of 1995, and the Freedom of Information Act. The system adheres to the Security and Risk Management Framework from the National Institute of Standards and Technology (NIST) Information Technology Laboratory family of publications in the development of the appropriate policies documents, controls, and procedures to support the system security program. The system uses HTTPS, 256-bit encryption, SSL digital certificates and firewall security systems dedicated

intrusion detection and prevention components to control and restrict network connectivity and network service, protect and filter web transmissions, and to secure the enterprise network and protect servers and critical data against known and unknown worms, automated malware and blended threats.

For security purposes and to ensure that this service remains available to all users, the Career Connect website also employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996.

Security measures have been integrated into the design, implementation and day-to-day practices of the entire Chicago Cook Workforce Partnership operating environment as part of its continuing commitment to risk management.

DISCLAIMER OF LIABILITY

Neither The Partnership nor any of its employees shall be held liable for any improper or incorrect use of the information described and/or contained herein and assumes no responsibility for anyone's use of the information. In no event shall The Partnership web site or its employees be liable for any direct, indirect, incidental, special, exemplary, or consequential damages (including, but not limited to, procurement or substitute goods or services; loss of use, data, or profits; or business interruption) however caused and on any theory of liability, whether in contract, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of this system, even if advised of the possibility of such damage. This disclaimer of liability applies to any damages or injury, including but not limited to those caused by any failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission, computer virus, communication line failure, theft or destruction or unauthorized access to, alteration of, or use of record, whether for breach of contract, tortious behavior, negligence or under any other cause of action.