

**ALABAMA WORKFORCE COUNCIL**  
**PRIVACY POLICY**

**Scope**

This Privacy Policy describes how we handle your personal information in connection with your visits to the Alabama Workforce Council website (the “Site”) and your use of the Site. Personal information is information about you that is personally identifiable, such as your name, address, email address, or telephone number, and that is not otherwise publicly available.

By accessing and using this Site, you are accepting and agreeing to be legally bound by this Privacy Policy and the Terms and Conditions of Website Use and thus are expressly consenting to our collection, storage, use, transfer, and disclosure of your personal information as described in this Privacy Policy. It is important to read this Privacy Policy carefully.

**Collection of Your Information**

We may collect and store the following personal information:

- Your name, telephone number, and email address if provided to us through the Site;
- Correspondence through the Site, and correspondence sent to us;
- Computer sign-on data, statistics on page views, and traffic to and from the Site;
- Other information, including IP addresses and standard web log information; and
- Information from third parties.

Other than the types of personal information described in this Section, we shall not collect, and do not desire to receive, any additional personal information from visitors to the Site.

**Use of Your Information**

Our primary purpose in collecting personal information is to provide the Site and provide you with a smooth and efficient Site experience. You agree that we may use your personal information to:

- Provide the Site;
- Resolve disputes and troubleshoot problems;
- Prevent potentially prohibited or illegal activities and enforce this Privacy Policy; and
- Measure and improve our services and the Site's content and layout.

Additionally, we may use your personal information, including your name, email address, and telephone number, to respond to communications from you. We may also use your personal information to respond to your requests for additional information or updates related to the Alabama Workforce Council, the Site, content provided on the Site, and general information regarding workforce development in the State of Alabama.

### **Disclosure of Your Information**

We may disclose any information, including, but not limited to, personal information, as we reasonably believe is necessary, in our sole discretion, to respond to legal requirements; enforce our policies, including this Privacy Policy and the Terms and Conditions of Website Use, including the investigation of potential violations of such policies; to detect, prevent, or otherwise address fraud, security, trust and safety, or technical issues; respond to claims that content violates the rights of others; or protect the rights, property, health, or safety of ourselves, any third parties, or the public in general.

In some cases, we may share information that we collect, including, but not limited to, personal information, with third parties, such as service providers, consultants, and other agents ("Service Providers"), for the purposes of operating, enhancing, and improving the Site; developing new services; responding to communications from you; and responding to your requests for additional information or updates related to the Alabama Workforce Council, the Site, content provided on the Site, and general information regarding workforce development in the State of Alabama. Service Providers with whom we share such information for these reasons are generally bound by confidentiality obligations and, unless we tell you differently, our Services Providers do not have any right to use information we share with them beyond the scope and duration of what is necessary to assist us.

## **Marketing**

We do not sell or rent your personal information to third parties for their marketing purposes without your explicit consent. We may combine your information with information we collect from third parties (such as demographic data) to improve and personalize our services.

## **Third Parties**

This Privacy Policy addresses only the use and disclosure of information the Site collects from you. It does not apply to the practices of third parties that we do not own, control, employ, or manage, including, but not limited to, any third party websites, services, applications, or businesses (“Third Party Services”). If you disclose your information to others, different rules may apply to their use or disclosure of the information you disclose to them. Because the Site does not control the privacy policies of third parties, you acknowledge that if you provide information to those third parties, that information will be subject to the privacy policies of those third parties, which may be different from this Privacy Policy. We are not responsible for the content or privacy policies of Third Party Services, and we encourage you to ask questions before you disclose your personal information to others.

## **Children**

We are very sensitive to children’s privacy issues. We encourage parents and guardians to supervise their children’s online activities and consider using parental control tools available from online services and software manufacturers. These tools can prevent children from disclosing their name, address, and other personal information online without parental consent.

It is the Site’s policy that no individual under the age of 13 may submit any personal information to the Site, including, for example, a name, address, telephone number, or email address.

## **Cookies**

We use “cookies” (small files placed on your hard drive) on certain pages of the Site to help analyze our web page flow, customize our services, measure Site and promotional effectiveness, and promote trust and safety. We may set and access cookies on your computer. All users can access and delete cookies through their web browser settings.

A few important things you should know about cookies are that:

- We offer certain features that are only available through the use of cookies.
- We use cookies to help identify you.
- Most cookies are “session cookies,” meaning that they are automatically deleted from your hard drive at the end of a session.
- You are always free to decline our cookies if your browser permits, although doing so may interfere with your use of the Site.
- Other companies’ use of their cookies is subject to their own privacy policies, not this Privacy Policy. Other companies do not have access to our cookies.

### **Security**

Third parties may unlawfully intercept or access transmissions or private communications. Therefore, although we work very hard to protect your privacy, we cannot guarantee the security of information or that your personal information or private communications will always remain private. Unauthorized entry or use, hardware or software failure, and other factors may compromise the security of personal information at any time.

### **Changes to the Privacy Policy**

We may amend this Privacy Policy at any time by posting the amended terms on the Site. All amended terms automatically take effect after they are initially posted on the Site unless a change in any applicable law requires immediate amendment. Use of information we collect is subject to the Privacy Policy in effect at the time such information is collected.

### **Questions & Concerns**

If you have any questions or concerns regarding the Privacy Policy, please contact us at:

[info@alabamaworkforcecouncil.com](mailto:info@alabamaworkforcecouncil.com)