



EMPLOY MILWAUKEE POLICY

POLICY: 24.01

SUBJECT: WEBSITE PRIVACY POLICY

ISSUANCE DATE: 08/29/24

EFFECTIVE DATE: 08/29/24

REVIEWED DATE: Not applicable

POLICY SCOPE

- EMPLOY MILWAUKEE AGENCY
- WIOA WDA 2 SYSTEM
- WIOA TITLE I-B PROGRAM(S)
 - ADULT PROGRAM
 - DISLOCATED WORKER PROGRAM
 - YOUTH PROGRAM
- NON-WIOA PROGRAMS
- RE ENTRY PROGRAMS

REFERENCES:

As a non-profit organization, Employ Milwaukee is exempt from the federal and state legislation below. However, this legislation informs our website policy practices:

- Wisconsin Data Privacy Act (AB 466)
- Children’s Online Privacy Protection Act
- Privacy Act of 1974

I. BACKGROUND

Employ Milwaukee (“us” or “we”) is committed to protecting your privacy. This Privacy Policy explains the types of information we collect from you when you visit this website or any other platform where we've posted this Privacy Policy (our “Website”), and how we collect, use, protect, and disclose that information.

This Policy applies to information collected:

- On our Website
- Through electronic communications, like email or any other site-related electronic communication
- Through mobile and desktop apps downloaded from our Website
- Automatically via tracking technologies

It does not apply to information collected:

- Offline by us
- By any third party, including apps or content linked to/from our Website

II. PURPOSE

Please read this Policy to understand how we handle your information. If you disagree with our policies, do not use our Website. By using this Website, you agree to this Privacy Policy. This Policy may change, so check back periodically for updates. Your continued use of the Website means you accept any changes.

III. POLICY

A. Children Under the Age of 13

Our Website is not for children under 13 years old. We do not intentionally collect personal information from children under 13. If you are under 13, do not use this website, register, or provide any information about yourself, such as your name, address, phone number, email, or username. If we find out we have collected personal information from a child under 13 without parental consent, we will delete it. If you think we might

EMPLOY MILWAUKEE POLICY 24-01

have information from a child under 13, please contact us at info@employmilwaukee.org.

B. Information We Collect About You and How We Collect It

We collect different types of information from users of our Website, including:

- Personal information like your name, address, email, phone number, employer, date of birth, and social security number.
- Information about you that does not identify you personally.
- Information about your internet connection, the equipment you use to access our Website, and how you use the site.

We gather this information in three ways:

- Directly from you when you provide it.
- Automatically as you navigate the site, including details like IP addresses and data collected through cookies and tracking technologies.
- From third parties, such as our partners.
- If we combine non-personal or demographic information with personal information, we treat the combined data as personal information.

C. Information You Provide to Us

The information we collect on our website may include:

- Details you provide by filling out forms, such as subscribing to our newsletter, applying for a job, or requesting services. We might also ask for information if you report a problem.
- Copies of your communications with us, including email addresses.
- Your search queries on our site.

You might also share information that can be seen by others ("User Contributions") on public parts of our website or with other users or third parties. Posting or sharing such information carries risks, despite privacy settings you may choose. We cannot guarantee that unauthorized people won't see your contributions or control what others do with them.

D. Information We Collect Through Automatic Data Collection Technologies

As you use our Website, we may use automatic data collection technologies to gather information about your equipment, browsing actions, and patterns, such as:

- Details of your visits to our Website, including traffic data, location data, logs, and other communication data, as well as the resources you access and use on the Website.
- Information about your computer and internet connection, including your IP address, operating system, and browser type.

We may also use these technologies to track your online activities over time and across third-party websites (behavioral tracking).

We do not respond to 'do not track' signals and use data as described in our Privacy Policy.

We use several technologies to automatically collect data, such as:

EMPLOY MILWAUKEE POLICY 24-01

- **Cookies:** These are small files stored on your computer's hard drive. You can adjust your browser settings to refuse cookies, but this might limit access to parts of our website.
- **Flash Cookies:** Some features may use local stored objects (Flash cookies) to store information about your preferences and navigation. These aren't managed by the same settings as browser cookies.
- **Web Beacons:** Our web pages and emails may contain small electronic files like web beacons (also called clear gifs, pixel tags, or single-pixel gifs). These help us count users who visit pages or open emails, gather website statistics (like which content is popular), and check system and server integrity.

Some content and applications on our Website come from third parties like content providers and app providers. These third parties may use cookies or other tracking technologies to gather information about you when you use our site. They might link this information to your personal details or collect data, including personal information, about your online activities across different websites and services. They use this data for interest-based advertising or other personalized content.

We don't manage these third parties' tracking technologies or how they use them. If you have questions about an ad or personalized content, please contact the provider directly.

E. How We Use Your Information

We use the information we collect about you, including personal information, to:

- Show you our Website and its contents.
- Provide you with information or services you request.
- Send you our newsletter.
- Process your job applications.
- Submit you registration requests.
- Manage your account and send you account-related notices.
- Fulfill our obligations and enforce our rights under any contracts with you.
- Notify you about changes to our website or services.
- Contact you about our own or third-party products and services.
- Inform you about jobs or opportunities that may interest you.
- Fulfill any other purpose you provide it for.
- Allow you to use interactive features on our Website.
- Describe any other way we use the information when you provide it.
- Use it for any other purpose with your consent.

Additionally, the information we collect automatically helps us improve our Website and provide better, personalized service by:

- Estimating our audience size and usage patterns.
- Storing your preferences to customize the website to your interests.
- Speeding up your searches.
- Recognizing you when you return to our Website.

F. Disclosure of Your Information

We share summarized information about our users that doesn't identify individuals freely. We may share your

EMPLOY MILWAUKEE POLICY 24-01

personal information:

- With our partner agencies.
- With contractors, service providers, and other third parties who help us operate and are required to keep your information confidential.
- To fulfill the reason you gave us the information for.
- For other purposes we tell you about when you give us the information.
- With your consent.

We may also share your personal information:

- To follow the law, court orders, or government requests.
- To enforce our Terms & Conditions and other agreements.
- If we think it's necessary to protect Employ Milwaukee, our customers, or others' rights, property, or safety.

G. Choices About How We Use and Disclose Your Information

We offer you choices for managing your personal information. Here's how you can control it:

- **Cookies:** You can set your browser to block or alert you about cookies. For Flash cookies, visit Adobe's Flash player settings page. Note that disabling cookies may affect site functionality.
- **Promotional Offers:** If you don't want Employ Milwaukee to use your contact information for promotions, you can opt-out by checking the box on our data collection form or emailing us at info@employmilwaukee.org. To stop receiving promotional emails, you can unsubscribe or email us to request removal from future distributions.
- **Sensitive Information:** We may collect sensitive information like racial or ethnic origin, but we'll only use it for the purpose you provided it. We won't use or share it otherwise without your consent.

H. Accessing and Correcting Your Information

You can review and update your personal information by logging into the website and visiting your account profile page. You can also email us at info@employmilwaukee.org to request access to, correct, or delete your personal information. Please note, deleting your personal information means deleting your user account.

We might not be able to change certain information if it violates any law or makes the information incorrect.

I. Data Security

We have measures in place to protect your personal information from accidental loss and unauthorized access, use, alteration, and disclosure. Your information's safety also depends on you. If you have a password for our website, please keep it confidential and do not share it with anyone.

While we strive to protect your personal information, we cannot guarantee its security during internet transmission. Sending personal information is at your own risk. We are not responsible if privacy settings or security measures are bypassed on the website.

J. Changes to Our Privacy Policy

We may change this Privacy Policy at any time. The most recent version of the Privacy Policy is reflected by the effective date at the top of this Privacy Policy. All amendments to this Privacy Policy will be effective immediately upon notice thereof, which we may give by any means, including by posting a revised version of the

EMPLOY MILWAUKEE POLICY 24-01

Privacy Policy or other notice on the Website.

Please make sure we have your current email address and check our Website and this Privacy Policy regularly for updates.

Contact Information

To ask questions or comment about this Privacy Policy and our privacy practices, contact us by mail at:
2342 N. 27th St.
Milwaukee, WI 53210

Or by email at: info@employmilwaukee.org

IV. ACTION REQUIRED

- Posting of this Policy to the Employ Milwaukee Intranet for open access to all personnel.
- Posting of this Policy to the Employ Milwaukee website for open access to all personnel.
- Accompany with Terms and Conditions

RECISSIONS: [Not applicable](#)

BOARD APPROVAL DATE: [08/29/24](#)

A proud partner of the  American Job Center network

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. If you need this information or printed material in an alternate format, or in different language at no cost to you, please contact us at (414)-270-1700. Deaf or hard of hearing or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

EMPLOY MILWAUKEE POLICY 24-01

EMPLOY MILWAUKEE WEBSITE TERMS AND CONDITIONS

Please read this carefully, as it outlines how to use this system, your responsibilities, and our limits of liability.

By using this website, you agree not to:

- Enter false or misleading information.
- Share or distribute discriminatory, offensive, or inflammatory content.
- Post or share copyrighted materials without proper permission. Do not try to access or alter copyrighted materials available through Employ Milwaukee's online services.
- Access, post, or distribute inappropriate, profane, obscene, or pornographic content.
- Impersonate others or reveal another user's identity.
- Access, modify, or damage others' files, passwords, data, or the software and hardware of Employ Milwaukee's online services.
- Allow anyone else to use your passwords/access codes or share them with others.

Violating this agreement may result in the loss of your access privileges. Illegal use of Employ Milwaukee's online services, intentional deletion or damage of files or information, or copyright violations may be reported to legal authorities for prosecution.

