

## **Privacy Statement**

CareerSource Tampa Bay is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Statement of Privacy applies to the CareerSource Tampa Bay website and governs data collection and usage. By using the CareerSource Tampa Bay website, you consent to the data practices described in this statement.

### **Collection of your Personal Information**

CareerSource Tampa Bay collects personally identifiable information, such as your e-mail address, name, address, and telephone number. CareerSource Tampa Bay also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, and interests.

There is also information about your computer hardware and software that is automatically collected by CareerSource Tampa Bay. This information can include your IP address, browser type, domain names, access times, and referring website addresses. This information is used by CareerSource Tampa Bay for the operation of the service, to maintain the quality of the service, and to provide general statistics regarding the use of the CareerSource Tampa Bay website.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through CareerSource Tampa Bay public message boards, this information may be collected and used by others.

CareerSource Tampa Bay encourages you to review the privacy statements of websites you choose to link to from CareerSource Tampa Bay so that you can understand how those websites collect, use, and share your information. CareerSource Tampa Bay is not responsible for the privacy statements or other content on websites outside of the CareerSource Tampa Bay website.

### **Use of your Personal Information**

CareerSource Tampa Bay collects and uses your personal information to operate the CareerSource Tampa Bay website and deliver the services you have requested. CareerSource Tampa Bay also uses your personally identifiable information to inform you of other products or services available from CareerSource Tampa Bay and its affiliates. CareerSource Tampa Bay may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

CareerSource Tampa Bay does not sell, rent, or lease its customer lists to third parties. CareerSource Tampa Bay may, from time to time, contact you on behalf of external business partners about a

particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, CareerSource Tampa Bay may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to CareerSource Tampa Bay, and they are required to maintain the confidentiality of your information.

CareerSource Tampa Bay does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

CareerSource Tampa Bay tracks websites and pages our customers visit within CareerSource Tampa Bay, to determine what CareerSource Tampa Bay services are most popular. This data is used to deliver customized content and advertising within CareerSource Tampa Bay to customers whose behavior indicates that they are interested in a particular subject area.

CareerSource Tampa Bay websites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with the legal process served on CareerSource Tampa Bay or the site; (b) protect and defend the rights or property of CareerSource Tampa Bay; and, (c) act under exigent circumstances to protect the personal safety of users of CareerSource Tampa Bay, or the public.

### **Use of Cookies**

The CareerSource Tampa Bay website uses “cookies” to help personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the web server that you have returned to a specific page. For example, if you personalize CareerSource Tampa Bay pages, or register with a CareerSource Tampa Bay site or services, a cookie helps CareerSource Tampa Bay to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same CareerSource Tampa Bay website, the information you previously provided can be retrieved, so you can easily use the CareerSource Tampa Bay features that you customized.

You can accept or decline cookies. Most web browsers automatically accept cookies, but if preferred, you can usually modify your browser setting to decline cookies. If you choose to decline cookies, you may not be able to fully experience the interactive features of the CareerSource Tampa Bay services or websites you visit.

### **Security of your Personal Information**

CareerSource Tampa Bay secures your personal information from unauthorized access, use, or disclosure. CareerSource Tampa Bay secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use, or disclosure. When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

### **Changes to this Statement**

CareerSource Tampa Bay will occasionally update this Statement of Privacy to reflect company and customer feedback. CareerSource Tampa Bay encourages you to periodically review this statement to be informed of how CareerSource Tampa Bay is protecting your information.

### **Contact Information**

CareerSource Tampa Bay welcomes your comments regarding this Statement of Privacy. If you believe that CareerSource Tampa Bay has not adhered to this statement, please contact CareerSource Tampa Bay at [marketing@CareerSourceTB.com](mailto:marketing@CareerSourceTB.com). We will use commercially reasonable efforts to promptly determine and remedy the problem