

## **SDWORKS PRIVACY POLICY**

The SDWORKS website allows job seekers, employers and the general public to use labor exchange functions and find labor market information about South Dakota. We encourage use of our website and believe users will find it a beneficial website. This policy covers SDWORKS handling of Personally Identifiable Information (PII) and other information collected from our website and during utilization of SDWORKS services.

Some of the data collected is used to allow the Department of Labor and Regulation (DLR) to better understand how this service is used. Information collected is used to create a personal profile or job listing to post in the SDWORKS searchable database servers. When information is sent to an employer or recruiter, DLR is not responsible for the retention, use or privacy practices of the employer or recruiter. The user may choose to restrict the display of PII in SDWORKS by selecting the level of disclosure in their account settings.

### **COLLECTED INFORMATION**

It is the policy of DLR to only collect information required to provide services and to maintain the website. SDWORKS collects PII during account registration, during use of SDWORKS, and any time personal information is provided during use of the website. Data and information is collected, including names, addresses, telephone numbers, citizenship, gender, race, Social Security Number, FEIN, SEIN, age, work history and tests scores. SDWORKS also collects information about the individual's eligibility for Workforce Innovation and Opportunity Act (WIOA) services, program enrollments, program goals and outcomes, and follow-up results.

Information is collected using several methods. Users of SDWORKS will submit PII during account creation, and may create an electronic resume or job listing to be stored online. This information is used to fulfill reporting requirements and is not released. However, registered users have the option to make a resume open to public viewing by employers.

IP addresses and website usage information is automatically collected when a user visits the SDWORKS website. This information helps to evaluate visitor behavior on an aggregate basis, including the number and frequency of visitors to each page and the length of time each page is viewed.

Cookies may be passed to a user's computer. Cookies are information files a web browser places on the hard drive of a computer or temporarily in a computer's memory during internet browsing. Cookies cannot damage user files or read information from a hard drive. SDWORKS cookies are used to maintain a user's session as they move through pages within the website. SDWORKS will set an identifying cookie to customize the website to best meet the needs of the user.

SDWORKS collects aggregate log data, such as the number of job searches performed or the number of times an individual job order is viewed. This data does not contain PII and is used as an overall performance indicator for the website. The aggregate data may be provided to third parties to assist DLR in enhancing workforce development efforts. The SDWORKS error logging system will collect usernames related to any website errors as a means to help our technical staff understand the error.

### **SECURITY**

To ensure the PII collected in SDWORKS is protected, security measures have been implemented. These measures include limiting physical access to the database servers, installing electronic security using encryption SSL, and individual password protection to guard against unauthorized access for all accounts. Only the user or third parties the user has provided a password can access the account information. Users should log off and exit the web browser when a session is complete to prevent unauthorized persons from accessing account information. Voluntarily disclosing PII, usernames, e-mail addresses, or messages from SDWORKS may result in unsolicited messages from other individuals or third parties. Such activities are beyond the control of the SDWORKS system and DLR.

The SDWORKS website provides links to navigate a user to other websites which may have their own information collection practices, privacy policies and security measure. Visitors to other websites from SDWORKS should review the privacy policies and information collection practices of those websites.

DLR may amend this policy. Users will be alerted to any substantial changes to PII and security policies and procedures.