

The California Workforce Development Board (CWDB) is committed to protecting the privacy rights of individuals. Our policy is to limit the collection of personal information and to protect the personal information we collect and maintain.

CWDB will only collect personal information relevant to specific purposes, which are enumerated at or prior to the time of collection, in a privacy notice included on or with the form used to collect personal information. We will not disclose, make available, or use personal information for purposes other than those specified at the time of collection, unless the individual consents or such use or disclosure is otherwise authorized by law.

The CWDB's collection, maintenance, and use of personal information and management policies, practices, and procedures are governed by state law, including the Information Practices Act of 1977 (Title 1.8 [commencing with Section 1798] of Part 4 of Division 3 of the Civil Code), Government Code sections 11015.5 and 11019.9, and California Unemployment Insurance Code sections 1094 and 1095.

Information We Collect and How We Use It

We do not collect home, business or e-mail addresses, or account information from people who simply browse our Internet website. The information CWDB automatically collects when you browse our site includes your domain name or Internet Protocol (IP) address, the type of browser and operating system you used, the date and time you visited the site, the web pages you visited, and any forms you downloaded or submitted. This information is collected for customer service and audit purposes and is deleted after 30 days.

The CWDB will not distribute or sell any electronically collected personal information about users to any third party without the user's written consent. Under Government Code section 11015.5, electronically collected information is generally exempt from requests made under the California Public Records Act.

Our website uses cookies, which are simple text files stored temporarily on a visitor's computer by a web server, to enable easy movement through its website. The CWDB uses Google Analytics tracking cookies for statistical purposes to determine how useful our information is to you. If you prefer, you may disable or block cookies through your browser settings. For those wishing to block Google Analytics, a variety of browser plug-ins are available from [Google](#).

Email addresses are not sold, distributed, or used for any other purpose than those listed below. The CWDB uses email addresses submitted through our site only to:

- Subscribe individuals to our newsletter
- Communicate directly with individuals who have official business with the California Workforce Development Board

How We Protect Your Information

The CWDB secures all personal information against loss, damage, modification, unauthorized access, or disclosure as required by federal and California Law, and the State Administrative Manual policy. Information you voluntarily provide will be protected by appropriate computer, network, and

Internet technical security controls at the employee and departmental levels to prevent unauthorized access. Security controls include passwords, user identification verification, data encryption, confidential transmissions, secure storage areas, and audit trails.

Your Rights and Choices

Individuals have the right to access information about themselves and may request correction of any inaccuracies. You have the right to have any electronically collected personal information deleted by us, without reuse or distribution, except when we are required by law to retain the information.

Contact Us

If you have any questions or concerns about this policy, contact our Privacy Office.

Email: legal@cwdb.ca.gov

Mail: **California Workforce Development Board**
ATTN: Individual Access Request Coordinator
1416 9th St., 14th Floor
Sacramento, CA 95814

Phone: (916) 657-1440

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