

# Privacy Policy

## **WVLABOR.com Web Portal: PRIVACY NOTICE**

(Last updated November 14, 2011)

### **Mission:**

The West Virginia Division of Labor (Labor) includes the following five (5) sections:

- The Licensing Section
- The Occupational and Environmental Safety Section
- The Consumer Safety Section
- The Wage and Hour Section
- The Weights and Measures Section

The mission of the Division of Labor, when created in 1889, was to “protect the lives and health, and to promote the prosperity of workers in West Virginia”. Though the scope of the Division of Labor’s statutory mandates has increased in its one hundred twenty year history, this mission still remains at the root of the Division’s activity.

- protecting workers wages and safety
- protecting all citizens involved in trade, that every product bought or sold by weight or measure is labeled and properly offered for sale
- improving the safety and productivity of our work force
- promoting fair and safe construction through licensing and certifications

The Labor Web portal extends this mission, and those of our sections. It is a communication and marketing tool to help Labor deliver professional service and current information to the public and promote the best that West Virginia has to offer for workers, citizens and businesses.

### **Scope:**

This privacy statement applies to this Web portal operated by or on behalf of Labor and its agencies. For questions about this policy, contact: [webmaster@Labor.org](mailto:webmaster@Labor.org).

### **Privacy Statement:**

Labor runs the following primary URLs off of this Web portal:

[www.wvlabor.org](http://www.wvlabor.org)  
[www.wvlabor.com](http://www.wvlabor.com)

Additionally, we market a number of audience- or interest-specific URLs. Please see the complete list of URLs supported by this Web platform at the end of this notice.

West Virginia Division of Labor regards the privacy and security of user information as a critical component of the service that we offer to our users. The privacy policy explains how the Division of Labor collects and uses information from this Web portal. The privacy policy also describes how your information is protected.

**Personal Information:**

Personal information will be collected from you at the time you register with Labor through any of the Web sites Labor operates. You can register by either responding to a message or registering online.

At the time of registration, you will be prompted by one of our online forms to provide personal information to us including your name, e-mail address, postal address, etc. You may decline to share personal information with us. Declining to provide personal information may limit your eligibility of any benefits that Labor provides, but it does not limit your general use of the Web platform and its content.

Your personal information is collected through opt-in requests for e-mails, brochures or other information.

No matter how your personal information was acquired, if you have received communications from Labor you may opt-out as indicated below.

**Use of Personal Information:**

Labor uses personal information to send you information and to keep you informed.

Labor uses personal information, such as demographic and profile information, to tailor your experience on our Web portal, to help develop or optimize content that we think you might be interested in as well as displaying the content according to your preferences.

**Non-Personal Information:**

Your IP address is a number that is used by computers on the network to identify your computer. IP addresses are automatically collected by our Web server as part of demographic and profile data known as "traffic data" so that data (such as the Web pages you request) can be sent to you. Labor will not use your IP address to attempt to identify your personal information.

A Referrer is the information passed along by a Web browser that references the Web URL you linked from and is automatically collected by our Web server as "traffic data." System information we collect as part of "traffic data" includes time, the type of Web browser being used, plug-in programs available and the operating system/platform. Labor uses traffic data to credit your referral to a partner or affiliate who referred you to our Web portal. This information may also be used by Labor to identify broad demographic trends that may be used to provide information tailored to your interests and also may be used to provide information appropriate for your computer system. You will not be personally identified from this information. Additional activity on Labor Web portal will be monitored, including clicked links and click stream data. Labor uses aggregated traffic data combined with interest or content tags to measure use and improve the Web portal's content and organization.

The Labor Web portal uses "cookie" technology and users' IP addresses to perform statistical traffic analysis. Cookies are pieces of information transferred to your hard drive when you visit our Web portal that automatically identify your browser to our server when you interact with our online application. Cookies are a common feature on Web sites and are utilized by Labor to provide enhanced service to you.

Labor may combine the information received from cookies with a unique ID number that we have assigned to you. You may adjust your browser setting of your computer to notify you when a cookie is sent or to refuse cookies altogether. Please consult your browser for instructions on such adjustments.

We may obtain additional information about you, such as demographic information, from commercially available sources.

### **Transfer of Personal Information:**

In the event that Labor is merged with another state entity or otherwise renamed or altered, the personal information collected may be transferred to the new state agency.

### **Sharing of Information:**

Labor does not sell or rent your personal information to third parties for marketing purposes. We may share your personal information with other state agencies for the limited purposes of data processing or storage.

Labor may also share your personal information with authorized third party agents or contractors in order to provide a requested service or transaction. For example, if Labor mails a package to you, your personal information must be shared with the shipping company. Labor will share the minimum amount of personal information necessary to complete the requested service or transaction.

Labor may respond to subpoenas, court orders or other legal processes by disclosing personal information and other related information. Labor reserves the right to establish and exercise our legal rights and to defend against legal claims.

We may collect and potentially share personal information and any other additional information available to us in order to investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any persons, violations of Labor's terms of use, potential threats to national security or as otherwise required by law.

Some of your non-personal information may be shared on an aggregate basis only, as a part of a larger set of statistics.

Labor will ask for your opt-in consent to share your personal information with a third party for any other reason.

### **CREDIT CARD INFORMATION:**

At no time does Labor store the card number except the last 4 digits, nor do we actually process the card. The card info is retained and processed by the state treasurer's office.

Agencies processing credit card information are required to be compliant with the Payment Card Industry Data Security Standards (PCI DSS).

**Security:**

Information collected by Labor is stored in secure operating environments that are not available to the public. All of our employees are dedicated to maintaining and upholding your privacy and security and are aware of our privacy and security policies. Unfortunately, no data transmission over the Internet can be guaranteed 100 percent secure. As a result, while we strive to protect your personal information within our systems, Labor cannot ensure or warrant the security of any information you transmit to us. Labor recommends that you take every precaution in protecting your personal information when you utilize the Internet. Examples of precautions include using a combination of letters and numbers in creating passwords, changing your passwords often and using a secure browser.

**Children's Privacy:**

Labor does not knowingly solicit any personal information from children under the age of fourteen. This will only be done in cases of West Virginia Division of Labor or United States Department of Labor, Child labor investigations.

Labor does not knowingly obtain, retain or use information from anyone under the age of fourteen. If Labor learns that it has collected personal information on a child under the age of fourteen we will delete the data from our systems.

**Other Web Sites and Links:**

Labor Web portal may contain links to other Web sites that are third-party Web sites not operated by Labor, including other state, federal Web sites. Please note that the privacy practices of those other Web sites are not covered by this Privacy Policy, and we are not responsible for the privacy practices or the content of such Web sites. You should be careful to review any privacy policies of such Web sites.

**Update your Personal Information:**

The Labor Web portal includes an account management interface to assist you in updating your personal information, interests and preferences. Please use this interface to update your information.

**Modification of Privacy Policy by LABOR:**

Labor reserves the right to change or update this Privacy Policy at any time. The changes to the privacy policy will be posted on this site, so check the privacy policy frequently to stay informed.

**LABOR Anti-Spam Policy:**

Labor prohibits the use of Labor's services, directly or indirectly, for the transmission, distribution or delivery of any unsolicited or bulk or unsolicited commercial e-mail ("Spam"). You may not use any Labor's services to send Spam. You may not deliver Spam or cause Spam to be to be delivered to any of Labor's Services or Labor registered users.

In addition, e-mail sent or caused to be sent, to or through Labor Services may not:

- Use or contain invalid or forged headers;
- Use or contain invalid or non-existent domain names;

- Employ any technique to otherwise misrepresent, hide or obscure any information in identifying the point of origin or the transmission path;
- Use other means of deceptive addressing;
- Use a third party's Internet domain name or be relayed from or through a third party's equipment, without permission of the third party;
- Contain false or misleading information in the subject line or otherwise contain false or misleading content;
- Fail to comply with additional technical standards described below;
- Otherwise violate Labor Terms of Use.

Labor does not authorize the harvesting, mining or collection of e-mail addresses or other information from or through Labor's services.

Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, Labor. Failure to enforce this policy in every instance does not amount to a waiver of Labor's rights.

Unauthorized use of Labor's services in connection with the transmission of unsolicited e-mail, including the transmission of e-mail in violation of this policy, may result in civil, criminal or administrative penalties against the sender and those assisting the sender.

### **Links:**

This site may contain hyperlinks to other sites. We do not control the information on these sites. Such links are provided for convenience and/or information only. Offering a link does not imply endorsement of any offering on the linked site.

### **Information Gathering:**

Labor's Web portal includes directories of businesses, events, amenities and organization.

We report information as it is provided to us. We do not warrant or guarantee that all information is correct or up-to-date, and shall not be held liable for any losses caused by reliance upon the accuracy, reliability or timeliness of such information. Any person who relies upon such information obtained from this Web site, does so at his or her own risk.

We try to provide contact information so that Web portal visitors can verify information by personal contact.

The contents of this Web portal are published for information purposes only and subject to change without notice. Event listings, times and information may be entered by the facility or coordinator of that event. Please confirm the date and location of events you plan to attend in case an activity has been canceled or rescheduled.

### **LABOR'S Database Policy:**

Labor's Web portal includes directories of businesses, real estate, events, providers, licensees and organization. The following are the guidelines we ask entities to follow:

**Directories:**

1. Labor offer numerous directory services to constituent or regulated groups or individuals, including small businesses, consultants, trainers, licensees, certified entities or individuals, public resources, service providers, raw material or end-product providers and other consumer audiences.
2. Individual policies related to how directory information is collected and publicized is displayed at the time of collection. (For example, at the time of license renewal or at the request of a service provider.)
3. Labor provides these directories of providers or license-holders as a service to the public and to those listed in our directories.
4. Labor makes every effort to insure the information is accurate and up to date. But information may change without warning due to circumstances outside of Labor's control. Web portal users should verify information by personal contact.
5. Labor displays directory contact information, disclosing information required to identify and contact the business or owner; including, contact, address, phone, fax, e-mail and Web site URL.