



Communications Policies

Website Privacy Policy

POLICY #: *Comm-7001*

EFFECTIVE: *October 13, 2026*

SUPERSEDES: *Website Privacy Policy, no policy number, effective August 14, 2017*

PURPOSE:

WorkForce Central is committed to protecting the privacy of website visitors and maintaining the confidentiality of information entrusted to us. WorkForce Central strives to collect only information that is reasonably necessary to operate our websites, provide workforce-related services, communicate with users, and improve the user experience.

This policy was revised in its entirety to align with current privacy-notice standards and National Institute of Standards and Technology (NIST) privacy management principles.

INFORMATION WE COLLECT

When visitors access our websites, certain technical information may be collected automatically through server logs, cookies, analytics tools, and similar technologies.

This information may include:

- Internet Protocol (IP) address
- Browser type and version
- Device type
- Operating system
- Date and time of access
- Pages viewed
- Referring website or search engine
- Session duration
- Clickstream data
- General geographic information derived from IP address

This information is generally used for website administration, security, analytics, troubleshooting, and service improvement. The information is typically aggregated or de-identified when used for reporting purposes. Modern websites commonly use these technologies to understand website performance and user engagement.



INFORMATION YOU PROVIDE VOLUNTARILY

We collect personal information when visitors voluntarily submit information through:

- Contact forms
- Newsletter subscriptions
- Event registrations
- Surveys
- Requests for information
- Workforce program inquiries
- Email communications

Information submitted may include:

- Name
- Email address
- Phone number
- Employer or organization
- Job title
- Mailing address
- Information included in messages or inquiries

Providing personal information is voluntary; however, certain services may not be available without providing requested information.

HOW WE USE INFORMATION

WorkForce Central collects information only for legitimate organizational and operational purposes. WorkForce Central may use collected information to:

- Respond to inquiries
- Provide requested services or information
- Register individuals for events or programs
- Distribute newsletters and updates
- Improve website functionality and content
- Measure website performance and usage
- Maintain website security
- Comply with legal obligations
- Protect against fraud, misuse, or unauthorized activity

COOKIES AND SIMILAR TECHNOLOGIES

Our websites may use cookies, pixels, analytics technologies, and similar tools. These technologies help us:

- Remember user preferences

- Improve website functionality
- Understand website traffic patterns
- Measure effectiveness of communications
- Diagnose technical issues

Most web browsers allow users to:

- Refuse cookies
- Delete cookies
- Receive notifications when cookies are used
- Adjust tracking settings

Disabling some cookies may affect certain website functions. Modern websites frequently use cookies and related technologies for analytics and operational purposes.

ANALYTICS SERVICES

WorkForce Central may use third-party analytics tools, such as Google Analytics or similar services, to better understand how visitors use our websites. These services may collect information regarding:

- Pages visited
- User interactions
- Traffic sources
- Device information
- Approximate geographic location

Analytics providers may use cookies or similar technologies to generate website usage statistics.

Users can learn more about privacy controls offered by their browser and analytics providers directly through those providers' websites.

THIRD-PARTY SERVICES AND EMBEDDED CONTENT

Our websites may include links to third-party websites, social media platforms, embedded videos, maps, job search tools, workforce partner resources or other services.

When visitors leave our website or interact with embedded third-party content, those third parties may collect information according to their own privacy policies.

WorkForce Central is not responsible for the privacy practices, content, or security of external websites or third-party services.

We encourage visitors to review the privacy notices of any third-party services they use.

EMAIL COMMUNICATIONS AND NEWSLETTERS

- WorkForce Central does not sell subscriber information for marketing purposes. Visitors who subscribe to newsletters, alerts, or other communications provide consent to receive those communications. Subscribers may unsubscribe at any time by using the unsubscribe link contained in email communications.

INFORMATION SHARING AND DISCLOSURE

WorkForce Central does not sell personal information. We may share information:

- With service providers performing work on our behalf;
- With government agencies when required by law;
- To comply with legal obligations, court orders, subpoenas, or public records requirements;
- To protect the rights, safety, security, or property of WorkForce Central or others;
- During organizational audits, grant compliance reviews, or regulatory activities.

Any shared information will be limited to what is reasonably necessary for the applicable purpose. Consistent with public-sector and nonprofit operational requirements, certain records may be subject to disclosure under applicable law.

PUBLIC RECORDS NOTICE

As a workforce development organization that receives public funding, certain information submitted to WorkForce Central may constitute public records and may be subject to disclosure under applicable federal, state, or local public records laws unless a specific exemption applies.

Visitors should avoid submitting confidential or sensitive personal information through normal website forms unless specifically requested.

DATA SECURITY

WorkForce Central uses reasonable administrative, technical, and physical safeguards designed to protect information from unauthorized access, disclosure, alteration, or destruction. Security measures include:

- Secure website connections (HTTPS)
- Access controls
- Password management practices
- System monitoring
- Vendor security controls

Although we strive to protect information, no system can guarantee absolute security. For further information about WorkForce Central's requirements for safeguarding information, please see our **Protecting Personally Identifiable Information (PII)**, located on WorkForce Central's [Policy Library](#).

DATA RETENTION

Retention periods may vary depending on the nature of the information. WorkForce Central retains information only as long as necessary to:

- Fulfill operational purposes;
- Meet grant, contractual, or regulatory requirements;
- Comply with records retention obligations;
- Resolve disputes or enforce agreements.

See WorkForce Central's **Record Retention Policy** located on WorkForce Central's [Policy Library](#) for more information.

CHILDREN'S PRIVACY

Our websites are not directed toward children under the age of 13. WorkForce Central does not knowingly collect personal information from children under 13 through its websites without appropriate authorization. If we become aware that information from a child has been collected inadvertently, we will take reasonable steps to delete it.

CONSUMER HEALTH INFORMATION

WorkForce Central does not intentionally collect consumer health information through its websites except when voluntarily submitted for workforce-related services or accommodations.

To the extent applicable, WorkForce Central will comply with Washington State privacy requirements regarding consumer health data and related disclosures. Washington's My Health My Data Act establishes additional protections for certain health-related information collected through websites and online services

YOUR CHOICES

Visitors may:

- Choose not to submit personal information
- Unsubscribe from marketing or newsletter communications
- Adjust browser settings relating to cookies

CHANGES TO THIS PRIVACY POLICY

WorkForce Central may revise this Privacy Policy periodically to reflect changes in:

- Technology
- Legal requirements
- Website functionality
- Organizational practices

The most current version will be posted on our websites with the revised effective date. Continued use of the websites after changes are posted constitutes acceptance of the revised policy.

REFERENCES:

- Federal Trade Commission Privacy Policy and Privacy Guidance
- NIST Privacy Framework: A Tool for Improving Privacy Through Enterprise Risk Management
- Congressional Research Service, [ONLINE CONSUMER DATA COLLECTION AND DATA PRIVACY](#).
- Washington My Health My Data Act (RCW 19.373)

AI-Assisted Content Notice: Portions of this policy were developed with the assistance of Artificial Intelligence (AI) tools. All content has been reviewed, validated, and approved by the organization to ensure accuracy, relevance, and alignment with organizational requirements.

WorkForce Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.