

business.wa.gov Privacy Notice

<http://www.business.wa.gov/PrivacyNotice.pdf>

Privacy Notice

Section A. Introduction

business.wa.gov is hosted and maintained by the Governor's Office for Regulatory Innovation and Assistance (ORIA), thank you for visiting the business.wa.gov website and reviewing our Privacy Notice. This statement addresses collection, use, security of and access to information that may be obtained through use of our website.

Section B. Information Collected and How it is Used

Information collected if you only browse this site

If you do nothing during your visit but browse through the website, read pages, or download information, we will gather and store certain information about your visit. This information does not identify you personally. We automatically collect and store the following information about your visit:

1. The Internet domain and IP address used to access this site. The Internet domain is the portal through which you access the Internet, such as AOL if you are an AOL user, "xcompany.com" if you use a private Internet access account, or "yourschool.edu" if you connect through a school. An IP address is a number that is assigned to your computer whenever you are using the Internet;
2. The type of browser and operating system used;
3. The date and time;
4. The pages you visit; and
5. The last website you visited before coming to ours.

The information we automatically collect is logged and used by ORIA only to improve the content of our web services and help us understand how people are using our services. ORIA analyzes this information to determine how our website is being used, so that we may continually improve the site's usefulness to the public.

What we collected if you volunteer information

If during your visit to our website you participate in a survey, send an email, or perform some other transaction on-line, the following additional information will be collected:

1. The email address, and contents of email, for those who communicate with us via e-mail.
2. Information volunteered in response to a survey.
3. Information volunteered through an on-line form for any other purpose.

The information collected is not limited to text characters and may include audio, video, and graphic information formats you send us.

We use email you send to respond appropriately. This may be to respond to you, to address issues you may identify, to further improve our website, or to forward the email to another agency for appropriate action.

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Section C. Personal Information and Choice

You may choose whether to provide personal information on-line

“Personal information” is information about a natural person that is readily identifiable to that specific individual. Personal information includes such things as an individual's name, address, and phone number, and does not include the user’s domain name or IP address.

We collect no personal information about you unless you voluntarily provide it to us by sending us email, participating in a survey, or completing an online form. You may choose not to contact us by email, participate in a survey or to provide any personal information using an on line form; however your choice not to provide the registration information will impair your ability to perform certain activities or transactions online.

If personal information is requested on the website, or volunteered by the user, state law and the federal Privacy Act of 1974 may protect it. However, this information is a public record once you provide it, and may be subject to public inspection and copying if not protected by federal or state law.

If you believe that your private information is being used for a purpose other than what was intended when submitted, you may contact ORIA as shown in the Contact Information Section of this statement.

Users are cautioned that the collection of personal information requested or volunteered by children online or by email will be treated the same as information given by an adult, and may be subject to public access.

Section D. Public Access to Information

In the State Of Washington, laws exist to ensure that government is open and the public has a right to access appropriate records and information possessed by State Government. At the same time, there are exceptions to the public’s right to access public records that serve various needs including the privacy of individuals. Exceptions are provided by both state and federal laws.

All of the information collected at this site is considered public information and may be subject to inspection and copying by members of the public. RCW 42.56.070(1) states that:

Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of subsection (6) of this section [RCW 42.56.070(6)], Chapter 42.56 RCW, or other statute which exempts or prohibits disclosure of specific information or records. To the extent required to prevent an unreasonable invasion of personal privacy interests protected by Chapter 42.56 RCW, an agency shall delete identifying details in a manner consistent with Chapter 42.56 RCW when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing.

In the event of a conflict between this Privacy Notice and the Public Records Act, the Public Records Act provision will control.

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Section E. Public Access to Your private Information

To the extent required to prevent an unreasonable invasion of personal privacy interests protected by RCW 42.56.210 and 42.56.320, an agency shall delete identifying details in a manner consistent with RCW 42.56.310 and 42.56.320 when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing.

Section F. Your Right to Review and Correct Personally Identifiable Information

State law requires agencies that collect personally identifiable information to provide “procedures for correcting inaccurate information, including establishing mechanisms for individuals to review information about them and recommend changes in information they believe to be inaccurate.” (RCW 43.105.310)

You can access any personally identifiable information we collect about you by using the information in the Contact Information section at the end of this Notice. You may correct factual errors in your personally identifiable information by submitting an email or written request that credibly shows the error. We will take reasonable steps to verify your identity before granting access or making corrections.

Section G. Cookies

To better serve our users we may use "cookies" to customize your browsing experience with on the business.wa.gov website. Cookies are small chunks of text temporarily stored on your computer; generally containing a session ID number and information that the web application can use to complete its tasks. They provide a method of distinguishing among visitors to the business.wa.gov website. We use the cookie feature only to store a randomly generated identifying tag on your computer.

Cookies created on your computer by using this website do not contain personally identifying information and do not compromise your privacy or security. You can refuse the cookie or delete the cookie file from your computer by using any of the widely available methods. It is important to note that in most cases at our site, the cookie is removed as soon as the session is over.

Section H. Security

ORIA has taken several steps to safeguard the integrity of its data and prevent unauthorized access to information maintained by us. These measures are designed and intended to prevent corruption of data, block unknown or unauthorized access to our systems and information, and to provide reasonable protection of private information in our possession.

This information should not be construed in any way as giving business, legal, or other advice, or warranting as fail proof, the security of information provided via business.wa.gov websites.

Section I. Disclaimer

Neither the State of Washington, nor any agency, officer, or employee of the State of Washington warrants the accuracy, reliability or timeliness of any information published by this system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such information may be

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<http://www.business.wa.gov/PrivacyNotice.pdf>

incorrect or not current. Any person or entity that relies on any information obtained from this system does so at their own risk.

Section J. ORIA Contact Information

You may contact ORIA using our Contact page.