



**OhioMeansJobs**

**Stark & Tuscarawas Counties**

A proud partner of the  
American Job Center network

## PRIVACY STATEMENT

*Privacy Notice Last Modified (Effective Date): 8/1/2024*

### **Introduction:**

OhioMeansJobs Stark & Tuscarawas Counties, operated by Workforce Initiative Association, (“we”, “us”) respects your right to privacy and is committed to protecting it. This privacy notice (“Privacy Notice”) describes the types of information we may collect from you when you visit our website <https://www.omjwork.com> (“Website”), and how we use, maintain, protect, and disclose that information.

### **Contact Information:**

If you have any questions about this Privacy Notice, or our data-handling practices in general, please contact us at: [info@omjwork.com](mailto:info@omjwork.com), or 822 30<sup>th</sup> St NW, Canton, OH 44709.

### **What This Privacy Notice Applies to:**

This Privacy Notice applies to information that we collect through:

- This Website.
- Email, text, and other electronic exchanges between you and this Website.

This Privacy Notice does not apply to information collected by:

- Us offline or through any other means, including on any other website operated by us or any third party (including our affiliates and subsidiaries).
- Any third party (including our affiliates and subsidiaries), including through any application or content (including advertising) that may link to or be accessible from, or on, our Website.

Please read this Privacy Notice carefully to understand our policies and practices regarding your personal information and how we will treat it. **By accessing or using this Website you agree to this Privacy Notice. This Privacy Notice may change from time to time and your continued use of this Website means that you are consenting to be bound by the most recently updated version of this Privacy Notice.**

### **Children Under the Age of 13:**

Our Website is not intended for children under 13 years of age. We do not knowingly collect personal information from children under 13 years of age. If you are under 13 years of age, please do not provide any personal information to us through this Website, make any purchases through the Website, use any of the interactive or public comment features that may be available, or provide any information about yourself to us, including your name, address, telephone number, email address, or any screen name or user name you may use.

By using this Website, you represent that you are at least 13 years of age or that you are the parent or guardian of such a minor and consent to such minor dependent's use of the Website. If we learn that we have collected or received personal information from a child under 13 years of age without verification of parental consent, we will delete that account and take reasonable measures to promptly delete such information from our records. If you believe that we might have any information from or about a child under 13 years of age, please contact us at [info@omjwork.com](mailto:info@omjwork.com).

### **Types of Information We Collect and Why We Collect It**

In general, "personal data," or "personally identifiable information" (collectively we refer to these as "Personal Data") means any information that identifies, relates to, describes, references, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer, household or device. It does not include (i) publicly available information from government records; (ii) de-identified or aggregate information; or (iii) certain other Personal Data protected by other sector-specific state or federal laws.

Our handling of Personal Data is generally limited to handling and resolving general inquiries.

We do not collect payment data.

We collect several categories of information from and about users of our Website, including:

- **Identity and Contact Information** – We collect or use the following information, including your first and last name, email address, address, phone number and, if applicable, a recipient's first and last name.
  - Why? We collect this information primarily to ensure that your requests end up in the right place and to provide customer support when needed. If you have opted to submit a request or form online, we may use this information to contact you for these purposes as well.
  - Source: Directly from you.
- **Technical Data and Unique Device Identifiers** – We collect IP addresses, operating systems, links clicked, pages visited, browser type, time zone setting, browser plug-in types, and referring websites of visitors to our website (when possible).
  - Why? We collect this information for statistical analysis purposes, such as to determine web-traffic trends and the effectiveness of our partnerships with other websites, and to maintain the security and operation of our Website.
  - Source: Directly from you and/or from your device.
- **Non-Identifying Information** – We collect information that is about you but does not individually identify you, such as aggregate information about pages visited, length of time spent on our Website/pages, etc.
  - Why? We collect this information for statistical analysis purposes and to improve our Website's functionality.
  - Source: Directly from you and/or from your device.
- **Application Information** – If you submit an application for employment through our Website, we collect your first and last name, email address, telephone number, information about you as it pertains to the application.

- Why? We collect this information to evaluate you as a candidate for the position for which you are applying.
- Source: Directly from you.

### **How We Collect This Information**

On our Website we collect your Personal Data through various means, including through:

- “Contact” forms, including but not limited to, fillable forms, request forms, and general inquiry forms, or when you email us directly.
- Responses to surveys we may conduct from time to time.
- Social media plugins.
- Web-tracking and website analytics technologies, such as cookies and web beacons.

### **How We Use Your Personal Data**

We only process Personal Data in a way that is compatible with and relevant to the purpose for which it was collected or authorized. We use information that we collect about you or that you provide to us, including any Personal Data, for the following purposes:

- To present our Website and its contents to you.
- To provide you with information or services that you request from us.
- To notify you about changes to our Website or any products or services we offer or provide through it.
- To request feedback.
- To enable you to access and use our Website.
- To comply with legal obligations.
- In any other way we may describe when you provide the information.
- To fulfill any other purpose for which you provide it.
- For any other purpose with your consent.

We may use your information for other business purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our Website, services, marketing and your experience.

### **Change of Purpose**

We will only use your Personal Data for the purposes for which we collected it and have identified above, unless we reasonably determine that we need to use it for another reason and that reason is compatible with the original purpose for which your Personal Data was collected.

If we need to use your Personal Data for an unrelated purpose or for a purpose that we did not disclose at the time we collected your Personal Data, we will notify you and will obtain your consent or explain the legal basis which allows us to do so.

### **Disclosures of Your Personal Data**

We may disclose your Personal Data to a third party for a business purpose. When we disclose Personal Data for a business purpose, we may enter into a contract that describes the purpose and requires the recipient to both keep that Personal Data confidential and not use it for any purpose except performing under the contract.

We may share Personal Data with the following categories of organizations (we will update this list from time to time):

- Professional advisers acting as processors or joint controllers including lawyers, consultants, bankers, auditors, and insurers based in the US who provide consultancy, banking, legal, insurance, and accounting services.
- The IRS, federal, and state regulators, and other authorities acting as processors or joint controllers based in the US who require us by law to maintain and report information to them.
- Our business partners to offer you certain services or information.

We may process your data if you have given us specific consent to use your Personal Data in a specific purpose. We may also process your Personal Data when it is reasonably necessary to achieve our legitimate business interests. We may additionally process your Personal Data to fulfill our services to you.

We may also disclose your Personal Data where we are legally required to do so to comply with a law, judicial proceeding, governmental request or legal process, such as in response to a court order or a subpoena (including in response to public authorities to meet national security or law enforcement requirements). We may disclose our receipt of such a request to you when possible. Additionally, we may disclose your Personal Data to third parties if we believe disclosure of your Personal Data is necessary or appropriate to protect the rights, property, or safety of us, our customers, or others (which may include disclosure to law enforcement for the purposes of fraud protection and credit risk reduction). We may disclose your Personal Data where we believe it is necessary to investigate, prevent, or take action regarding potential violations of our policies, suspected fraud, situations involving potential threats to the safety of any person and illegal activities, or as evidence in litigation in which we are involved.

### **International Transfers**

If you are an international visitor, you should note that by providing your Personal Data you are permitting the transfer of this information to the US, which may not have the same data protection laws as the country in which you reside.

### **Your Options – Email Marketing and Use of Cookies**

We use cookies to enhance your visit to our Website by customizing web page content based on your browser type and other information. You may turn off cookies in your browser or have your browser warn you before accepting cookies. If you choose to turn off cookies, you may not be able to experience all of the features on our Website.

### **“Do Not Track” Signals**

Online tracking is the collection of data about an individual’s internet activity that is used to deliver targeted advertisements and for other purposes. Certain browsers offer users the ability to activate a “Do Not Track” signal. Like many other websites and online services, we do not currently process or respond to “Do Not Track” signals from your browser. Both we and our service providers may collect Personal Data about our visitors’ online activities over time and across third-party websites.

## **How We Protect Your Personal Data**

To prevent unauthorized access or disclosure, to maintain data accuracy, and to allow only the appropriate use of your Personal Data, we utilize industry standard physical, technical, and administrative controls and procedures to safeguard the information we collect. To help ensure the integrity and privacy of the Personal Data that you provide to us, we encrypt that information using secure socket layer technology (“SSL”). We follow generally accepted industry standards to protect the Personal Data submitted to us, both during transmission and once we receive it.

You should be aware that no method of transmission over the Internet or method of electronic storage can be guaranteed to be 100% secure. Although we do our best to protect your Personal Data, transmission of Personal Data to and from our Website is at your own risk. There are steps you can take to help protect yourself, such as:

- Install anti-virus and anti-spyware software on your computing device.
- Update your software when updates or patches become available to help address vulnerabilities that phishing scams and viruses may seek to exploit.
- Email is not necessarily secure. For that reason, do not use unsecured email to communicate sensitive or Personal Data to us that you may consider to be confidential.
- Always use an encrypted webpage or application to transmit personal or financial information. An “https://” and a padlock icon displayed in the address bar of your web browser will confirm you are on encrypted sections of our Website.
- We recommend never disclosing your financial details on any social media site.

## **Google Analytics**

We use Google Analytics on this Website to collect information about use of this Website. Google Analytics collects data about your traffic through cookies. Google’s ability to use and share information about your visit to this Website is subject to [Google’s Privacy Policy](#). You can opt out of Google Analytics tracking by visiting <https://tools.google.com/dlpage/gaoptout>.

## **Email Communication Preferences**

You will only receive emails from us if you have requested or agreed to be contacted.

## **Links**

Our Website contains links to other sites. We are not responsible for the privacy practices or content of third party sites and recommend that you review their privacy notices prior to disclosing Personal Data.

## **Updates**

We may periodically update this Privacy Notice without prior notice by posting a revised version of it on our Website, indicating when it was most recently updated and its effective date. Any changes will become effective immediately upon posting. If we make material changes to this Privacy Notice, we will notify you by prominently posting a notice to this Website of such changes. We encourage you to periodically review this Privacy Notice to stay informed about our online privacy practices. Your continued use of our Website after any changes or revisions to this Privacy Notice (where permissible) constitutes your consent to the terms of such revised statement.