

## HRACO Website Privacy Statement

This Website Privacy Statement applies to this website which is operated by Human Resource Association of Central Oregon (HRACO) under the domain name [www.hrcentraloregon.org](http://www.hrcentraloregon.org) or ("Website").

Information collected through the Website may be collected by HRACO or any member of the HRACO Board (referred to as "we", "us", "our") in accordance with this Website Privacy Statement. HRACO intends to treat personal data with respect and integrity. This Website Privacy Statement explains how personal data will be treated as you access and interact with this Website.

We plan to post any changes to this Website Privacy Statement on the Website, so we encourage you to check this Website Privacy Statement from time to time. If HRACO changes this policy, any new personal data collected will be subject to the revised Website Privacy Statement.

In addition to the provisions of this Website Privacy Statement, there may also be specific and additional privacy and data protection provisions that apply to certain sections of this Website. Because those specific and additional provisions also relate to your privacy protection, we recommend that you review them wherever they appear. In the event of any inconsistency between the provisions of this Website Privacy Statement and those other specific and additional provisions, the specific and additional provisions will prevail.

### Information collected

The personal data about you which this Website may collect includes:

- information collected when you register or update an online profile, which may include personal data such as your name and contact details, unique identifiers (such as your SHRM membership number) and demographic information;
- the content of electronic forms you submit via this Website, such as requesting us to provide services or information, or take actions;
- personalization preferences you select as you use the Website;
- information submitted if you participate in an online survey or competition; and
- any messages or comments you submit to us via this Website, which may also include personal data such as name, company, email address and telephone number.

You may browse some areas of this Website without providing any personal data, however we may not be able to provide the full range of services through this Website if we are not provided with the information outlined above. If you give us personal information about somebody else, such as a spouse or work colleague, we will assume that you have their permission to do so.

In common with many websites we may also collect aggregated information which tells us about visitors to this Website but not the identity of those visitors. For example, we may collect information about the date, time and duration of visits and which pages of this Website are most commonly accessed. This information is used by us to help to administer and improve the Website.

Data collected through this Website is maintained by the Webmaster and Board of Directors for HRACO. Website data (including personal data) is stored on a server located in Redmond, Oregon.

## **Use and disclosure of information**

In addition to providing resources and services to you, we may use or disclose personal data that we collect about you for purposes connected with the operation, administration, development or enhancement of this Website or HRACO. Please be aware that in certain circumstances, it is possible that personal information may be subject to disclosure pursuant to judicial or other government subpoenas, warrants, or orders.

## **How we handle email and "Contact us" messages**

We may preserve the content of any email or "Contact us" or other electronic message that we receive. HRACO endeavors to use or disclose any personal data contained in those messages only in ways set out in this Website Privacy Statement.

## **Links**

This Website may, from time to time, contain links to the websites of other organizations which may be of interest to you. Linked websites are responsible for their own privacy practices and you should check those websites for their respective privacy statements. Of course, views expressed in the Websites linked to by HRACO do not necessarily reflect those of HRACO, and HRACO cannot be responsible for the content or privacy practices of those Websites.

## **Security**

We use a number of mechanisms to protect the security and integrity of personal data. Unfortunately, no data transmission over the Internet can be guaranteed as completely secure. So while we strive to protect such information, we cannot ensure or warrant the security of any information transmitted to us and individuals do so at their own risk. Once any personal data comes into our possession, we strive to take reasonable steps to protect that information from misuse and loss and from unauthorized access, modification or disclosure.

A username and password may be essential for you to use some sections of this Website. For your own protection, we recommend that you keep those confidential and to change your password regularly (if required), and that you log out of this Website and close your browser at the end of each computer session to help ensure that others cannot access your personal information and correspondence.

## **Access to information**

This Website may allow you to register to use certain sections of it. If you are a registered user of this Website, you may be able to access and update the information on your profile in the applicable section of this Website, subject to any authentication and authorization considerations.

If you wish to request access to any other personal data which we hold about you as a result of our information collection practices outlined in this Website Privacy Statement, please refer to the "Contact details" section below.

### **Opt-out policy**

This Website provides members the opportunity to opt-out of receiving communications from us and our partners. If you do not wish to receive specific communications or services, or have your contact information listed in the HRACO Member directory, you can send an e-mail to: [hrcentraloregon@gmail.com](mailto:hrcentraloregon@gmail.com)

### **Contact details**

Please contact our Webmaster using the details set out below if you wish to:

- ask any questions or provide feedback about this Website Privacy Statement;
- make a request for access to any personal data that we may hold about you; or
- make a complaint about the way in which we have handled your personal data.

Any information that we provide in response may be limited to the extent permitted by any applicable law.

Email: [hrcentraloregon@gmail.com](mailto:hrcentraloregon@gmail.com)

Phone: 541.693.4282