



NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW PERSONAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Note: The Privacy Act and other rules applicable to public entities do not apply. The Wyoming Montana Safety Council is a private organization retained by private employers for training and verification of employees. Part of our processes involves using an employee's Social Security number to verify an employee's identity.

This privacy policy is adopted to ensure that the Wyoming Montana Safety Council fully complies with all federal and state privacy protection laws and regulations. This policy also includes the information gathered when using the Wyoming Montana Safety Council website (<http://www.wymt.org>). Protection of student privacy is of utmost importance to the Safety Council. Violations of any of these provisions will result in disciplinary action, which may include termination of employment. This policy shall become effective as of September 1, 2016, and shall remain in effect until it is either amended or cancelled.

If you have any questions or comments concerning this policy, you should contact the Executive Director, Wyoming Montana Safety Council, 1002 South Greeley Highway, Cheyenne, Wyoming 82007, by mail, or by telephone at (307) 635-4592. Our fax number is (307) 635-0940

I. INFORMATION COLLECTED

1. In the ordinary course of business, the Wyoming Montana Safety Council may collect personal information such as:
 - Name, address, and telephone number
 - Social Security number
 - Grades, other student information
2. From our website we may profile you individually. We may build a profile of your online habits, interests and activities when you use our site. This profile is linked to your personal identity. We compile individual profiles from "real world" contact information (e.g., street address, phone/fax, email addresses), and we use these profiles for the purposes described below (please scroll down to each topic for details).

In addition, other information will be gathered about a student and we will create a record of the services provided to the student by the Wyoming Montana Safety Council. Some of the information also may be provided to us by other individuals or organizations, such as employers and other councils with whom we have reciprocal agreements.

II. HOW THE WYOMING MONTANA SAFETY COUNCIL WILL USE OR DISCLOSE YOUR INFORMATION DURING THE NORMAL COURSE OF BUSINESS

1. Student Records. The Wyoming Montana Safety Council collects information from you and stores it on a computer. This is your student record. The student record is the property of the Wyoming Montana Safety Council. The Wyoming Montana Safety Council protects the privacy of your student information.

2. Regular Training Operations. The Wyoming Montana Safety Council will disclose your student information to our instructors, billing clerks, administrative staff, and other employees involved in your training and employment.
3. Voice Mail Message. It is the policy of the Wyoming Montana Safety Council that a voice mail or answering machine message may be left at a student's home or other number the student provides to the Wyoming Montana Safety Council regarding appointments, billing or payment issues, or other information, related to training, payment, or other operations.
4. As Required by Law. It is the policy of the Wyoming Montana Safety Council that we may use and disclose your information as required by law.
5. Law Enforcement. We may disclose your student information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena, and/or for other law enforcement purposes.
6. Public Safety. We may disclose your student information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.
7. Change of Ownership. In the event that the Wyoming Montana Safety Council is sold or merges with another organization, your student information/record will become the property of the new owner.

III. USE OF YOUR ONLINE INFORMATION

1. Pseudonymous Profile. We may build a pseudonymous profile of your online habits, interests and activities when you use our site. We compile these profiles from information about user PCs (e.g., IP address or browser type), user navigation and browsing patterns, data showing usage of interactive features (e.g., search engine queries), demographic information (e.g., gender, marital status, age, income, job), and we use these profiles for the purposes described below.
2. Personal Contact Information. If we collect personal contact information (as described below), you may later access it; however, you may not modify or remove it from our system yourself. We may collect your name, address and phone number. When you use our site, we may request your name, street address, telephone number or other "real world" contact information. This information may reveal your identity or be linked to you personally. We use this information to complete and support the immediate activity requested; customize and personalize content to your request; market products and services to you in the future (other than by telemarketing); build a profile of your habits, interests or activities to treat you as an individual; build individual profiles for ongoing research, analysis and reporting; comply with laws requiring preservation of social histories; and to comply with any requirements of law. This information may be disclosed to our staff and agents and to outside organizations with the same or different privacy practices.
3. Email Address. We may request your email address or other information needed to contact you online. This information may reveal who you are or be linked to you personally. We use it to complete and support the immediate activity requested; administer and run the site; market products and services to you in the future (other than by telemarketing); build a profile of your habits, interests or activities to treat you as an individual; and to comply with any requirements of law. This information may be disclosed to our staff and agents, and to outside organizations with the same or different privacy practices.
4. Other Collected Information. When you use our site, we may collect personal information about you described below. You may later access the information. However, you may not modify or remove it from the system yourself. You may be prompted for a government-issued ID Number. We may ask you to enter your Social Security number, employer ID, or similar identifier so we can recognize you. We use this information to complete and support the immediate activity requested, administer and run the site, comply with laws requiring preservation of social histories, and to comply with any requirements of law. This information may be disclosed to our staff and agents and to other councils with whom we have reciprocal agreements.
You will be prompted for a user ID and password. We may ask you to enter a website ID, password, or other identifier. We use this information to complete and support the immediate activity requested, administer and run the site, comply with laws requiring preservation of social histories, and to comply with any requirements of law. This information may be disclosed to our staff and our immediate agents and to other organizations adhering to our privacy practices.
5. Purchase Information. We may collect information actively generated by the purchase of a product or service, such as a payment method. We use this information to complete and support the immediate activity requested and to comply with any requirements of law. This information may be aggregated with similar data and may be disclosed only to our staff and to our immediate agents.
6. Computer Information. When you visit our site, we may automatically collect information about your computer configuration, such as your browser type, operating system, IP address, or ISP

domain name. This information will not reveal your identity or be linked to you personally. We use this information to complete and support the immediate activity requested; administer and run the site; build a profile of your habits, interests or activities to treat you as an individual; build individual profiles for ongoing research, analysis, and reporting; and to comply with any requirements of law. This information may be aggregated with similar data in a manner that does not reveal your personal identity and may be disclosed only to our staff and to our immediate agents.

7. Navigational and Clickstream Data. As you browse our site, we may gather navigational and clickstream data that shows what pages are visited and how long various features are used. This information will not reveal your identity or be linked to you personally. We use this information to customize and personalize content to your request; improve the site for everyone; market products and services to you in the future (other than by telemarketing); build a profile of your habits, interests, or activities to treat you as an individual; build individual profiles for ongoing research, analysis, and reporting; and to comply with any requirements of law. This information may be aggregated with similar data in a manner that does not reveal your personal identity and may be disclosed only to our staff and to our immediate agents.
8. Interactive Data. You may decide to input data while using certain interactive features at our site, such as queries submitted to a search engine. We use this information to complete and support the immediate activity requested; customize and personalize content to your request; build a profile of your habits, interests or activities to treat you as an individual; build individual profiles for ongoing research, analysis, and reporting, and to comply with any requirements of law. This information may be aggregated with similar data in a manner to our staff and to our immediate agents.
9. Demographic Data. We may request information about your demographic or social characteristics, such as gender, age and income level. We use this information to build individual profiles for ongoing research, analysis, and reporting and to comply with any requirements of law. This information may be aggregated with similar data in a manner that does not reveal your personal identity and may be disclosed to our staff and our immediate agents and to other organizations adhering to our privacy practices.
10. Online Posting and Content. Certain features of our site may allow you to contribute content, such as instant messages, chat room postings, and the like. We use this to comply with any requirements of law. This information may be disclosed to third parties and in public forums generally.
11. Exceptional Disclosure. We may disclose your information if necessary to protect our legal rights or if the information relates to actual or threatened harmful conduct. Disclosure may be required by law or if we receive legal process.
12. Use of Cookies. Cookies are small files stored by your browser in your computer when you visit our site. We use cookies to improve our site and make it easier to use. Cookies permit us to recognize users and avoid repetitive requests for the same information. We also use cookies to help build a pseudonymous profile of your online habits, interests, and activities as you navigate our site, which we use to individualize your visits. We also use cookies to help build a profile of your online habits, interests, and activities as you navigate our site, which we use for general research, analysis, and reporting. We mostly use "session cookies" that are automatically deleted after each visit. Other sites can't read cookies from our site. Most browsers will accept cookies until you change browser settings to refuse them.
13. Protection of Collected Information. We offer secure Web pages to collect certain kinds of user information and we store certain kinds of data in encrypted form. We follow reasonable technical and management practices to help protect the confidentiality, security, and integrity of data stored on our system. While no computer system is completely secure, we believe the measures implemented by our site reduce the likelihood of security problems to a level appropriate to the type of data involved.
14. Time User information is Kept. We generally keep user data on our server or in our archives for approximately five (5) years. We may alter this practice according to changing requirements. For example, we may delete some data if needed to free up storage space. We may keep other data for longer periods if the law requires it. Data management requests are administered in an orderly manner to the extent feasible and within our direct control. Note: We have greater control over recently collected data than for archived data. Once data is removed from the system and archived, it may not be feasible to accommodate specific requests. In those cases, our general data retention policy applies.
15. Your Consent to This Policy. By using our site, you agree to this Policy. This is our entire and exclusive Privacy Policy and it supersedes any earlier version. We may change it by posting a new version on our site.
16. Web Links. Our site provides both links to email addresses and links to third-party websites. For email, the links provided work directly with your mail client and no information is provided to our site when an email is sent through an email link. As a convenience, this website may also contain

links to third-party websites over which we have no control. We make no claims as to the privacy, security, or fitness of these third-party websites. When you view these third-party websites, our privacy policy no longer applies. You are encouraged to examine the privacy statement for all third-party websites for their procedures for collecting, utilizing, and disclosing your information.

17. Legal Disclaimer. This site operates as-is and as-available. Any warranties of accuracy, quality, title, fitness, or merchantability are disclaimed. We are not liable for direct, indirect, incidental or consequential damages or for events beyond our direct control.

Wyoming law governs this Policy, excluding conflicts of law principles. Any provision of this Policy that is illegal or unenforceable shall be deemed automatically conformed to the minimum requirements of law. Any legal actions against us must be commenced in Wyoming within one year after the claim arose or be barred.

IV. OTHER POLICIES, USES AND DISCLOSURES

1. Notice of Privacy Practices. It is the policy of the Wyoming Montana Safety Council that privacy practices must be published and that all uses and disclosures of information comply with the Wyoming Montana Safety Council's privacy policy.
2. Restriction Requests. It is the policy of the Wyoming Montana Safety Council that serious consideration must be given to all requests for restrictions in uses and disclosures of student information as published in this privacy policy. You have the right to request restrictions on certain uses and disclosures of your student information. The Wyoming Montana Safety Council is not required to agree to your requested restriction. If a particular restriction is agreed to, the Wyoming Montana Safety Council will be bound by that restriction.
3. Minimum Necessary Disclosure. It is the policy of the Wyoming Montana Safety Council that it shall make reasonable efforts to limit disclosure to the minimum amount of information needed to accomplish the purpose of the disclosure. It is also the policy of the Wyoming Montana Safety Council that all requests for student information must be limited to the minimum amount of information needed to accomplish the purpose of the request.
4. Access to Information. It is the policy of the Wyoming Montana Safety Council that you have the right to inspect and to a copy of your student information. It is the Wyoming Montana Safety Council's policy that access to student information must be granted to a student when such access is requested. Such requests shall be submitted in writing. Costs associated with the copying of any protected student information shall be in accordance with applicable state and federal law.
5. Amendment of Incomplete or Incorrect Student Information. It is the policy of the Wyoming Montana Safety Council that you have a right to request that the Wyoming Montana Safety Council amend your student information that is incorrect or incomplete. The Wyoming Montana Safety Council is not required to change your student information and in these cases will provide you with information about the Wyoming Montana Safety Council's denial and how you can appeal this decision.
6. Complaints. It is the policy of the Wyoming Montana Safety Council that all complaints by employees, students, providers, or other entities be investigated and resolved in a timely fashion. Complaints about this Notice of Privacy Practices or how the Wyoming Montana Safety Council handles your student information should be directed to: Executive Director, Wyoming Montana Safety Council, 1002 South Greeley Highway, Cheyenne, Wyoming 82007. Our telephone number is (307) 635-4592, and our fax number is (307) 635-0940.
7. Responsibility. It is the policy of the Wyoming Montana Safety Council that the responsibility for designing and implementing procedures related to this policy lies with the senior vice president.
8. Mitigation. It is the policy of the Wyoming Montana Safety Council that the effects of any unauthorized use or disclosure of student information be mitigated (to decrease the damage caused by the action) to the extent possible.
9. Business Associates. It is the policy of the Wyoming Montana Safety Council that business associates must be contractually bound to protect your information to the same degree as set forth in this policy.
10. Pre-emption of State Law. It is the policy of the Wyoming Montana Safety Council that the federal privacy regulations are the minimum standard to be used regarding the privacy of a student's protected information. If the laws of the state of Wyoming are more stringent in certain areas, the state laws in these areas shall prevail. In all other areas, the federal privacy regulations shall prevail.

V. CHANGES TO THIS NOTICE OF PRIVACY PRACTICES

The Wyoming Montana Safety Council reserves the right to amend this Notice of Privacy Practices at any time in the future and will provide a copy of such amendment to you upon request or upon your next visit. Until such amendment is made, the Wyoming Montana Safety Council will comply with this Notice.

Privacy Policy