



## Eastern Connecticut Workforce Investment Board Manufacturing Pipeline Initiative Web Portal Privacy Policy

Thank you for your interest in the Eastern Connecticut Workforce Investment Board (EWIB) Manufacturing Pipeline Initiative (MPI). EWIB is committed to protecting your privacy. This Privacy Policy covers EWIB's collection of, use of, and protection of the personal information that MPI applicants submit to EWIB's MPI web portal during the preliminary MPI application process. This policy does not cover privacy practices beyond the preliminary MPI application process.

### 1. WHAT INFORMATION IS COLLECTED

EWIB collects the personal information you provide during completion of the preliminary MPI application. This information includes:

**Contact Information:** Name, address, email address, cell phone number

**Demographic Information:** Date of birth, gender (*optional*), race/ethnicity (*optional*)

**Lived Experiences:** Veteran status, disability status (*optional*), history of incarceration (*optional*), level of educational attainment, previous experience in manufacturing and related activities

**Other Information:** Employment status, how you learned about the MPI, training preferences

### 2. WHY THIS INFORMATION IS COLLECTED

EWIB collects your **contact information** to enable MPI staff members to contact you regarding your interest in enrolling in the MPI.

EWIB collects **demographic information** and **information on lived experiences** to: a) assist EWIB to monitor its efforts to attract, train, and place into employment individuals from different demographic groups and with different lived experiences to ensure the MPI's effectiveness promoting equitable training and employment opportunities; and to b) enable MPI staff members to most effectively serve each MPI candidate/participant.

EWIB collects your **employment status** to ensure your eligibility to enroll in the MPI. EWIB asks **how you learned about the MPI** to track the effectiveness of various MPI marketing activities. EWIB asks for your **training preferences** to inform MPI staff members in their efforts to identify the best-fit training for you.

### 3. HOW THIS INFORMATION IS COLLECTED

EWIB collects this information passively and does not use cookies that could expose previous financial transactions recorded on your computer or other device. EWIB **does not** use or collect information through your browser, or device information, only from the information you provide.

### 4. HOW THIS INFORMATION IS PROTECTED

EWIB is committed to maintaining the security of the personal information you provide during completion of the preliminary MPI application. EWIB implements appropriate physical, procedural, administrative, organizational, and technical security measures intended to prevent loss, misuse, unauthorized access, or disclosure of your personal information under EWIB's control. EWIB takes appropriate security measures to protect your information, however, EWIB cannot guarantee that unauthorized persons will be unable to defeat these security measures, but we guarantee we will take reasonable steps to prevent that from occurring.

### 5. WHO HAS ACCESS TO THIS INFORMATION

Access to your personal information is limited by need. Authorized EWIB and MPI staff members receive access to your personal information for the purpose of providing you assistance and services during the application, enrollment, and program completion process.

**EWIB does not collect or compile personal information for dissemination or sale to third parties.**

### 6. CHANGES TO THIS POLICY

EWIB may, at its discretion, change this privacy policy to reflect current acceptable practices. EWIB will take reasonable steps to let users know about these changes.

### 7. HOW TO CONTACT EWIB ABOUT THIS PRIVACY POLICY

If you have questions or complaints regarding this privacy policy, please contact EWIB at [manufacturingpipeline@ewib.org](mailto:manufacturingpipeline@ewib.org).