



## PRIVACY POLICY



## Privacy Statement

**Skills for Chicago** (Skills) is committed to protecting your privacy when you visit our website or use our website to apply to a job, make a donation, become a partner, sign up to receive our e-newsletter, or participate in our surveys. Skills takes reasonable steps to protect visitors' privacy and to ensure that you are notified of what information you are providing to us and how that information will be used.

This Privacy Statement applies to the online activities of Skills and its affiliates Skills for America's Future, and Skills for Rhode Island's Future. It does not apply to websites that are linked to, but not controlled by, Skills, such as partner websites, social media sites (YouTube, Facebook, Twitter, etc.), and the sites of our sponsors, donors, and collaborators that may be linked through the Website. These third party sites may or may not have privacy policies of their own; please consult those sites for their applicable policies.

## What We Collect & Why

### Non-Personal Information

Our Website automatically gathers and stores Non-Personal Information, which includes

- The IP address from which you access our Website;
- The name of the domain from which you accessed our Website
- The type of browser and operating system you use to access our Website;
- The date and time you access our Website; and
- The pages, files, documents, and links you access on our Website.

We collect Non-Personal Information to help us evaluate and improve how our Website works and to learn how and from where visitors access it. This information is stored and used in the aggregate, meaning that it is not tied to your name and does not identify you as an individual. This statistical information may be provided to third parties. Neither Skills nor any third party will use this information to contact you personally.

## Personal Information

Personal information we collect directly from you:

You may provide us with your personal information when you communicate with us through the Website, including when you:

- Subscribe to email newsletters or updates;
- Donate to Skills or pay for an event Skills is hosting;
- Apply to a job to work at Skills or with an employer partner;
- Register to attend an event Skills is hosting;
- Complete, submit, or otherwise participate in surveys or questionnaires; or
- Communicate with us in any other way through the Website.

We collect personal information you choose to provide, which generally includes your name, email address, credit card information, postal address, billing address or information in comments that you provide. We also may maintain your responses to surveys, job applications, and questionnaires that you may complete from time to time. Please do not submit information that you do not want us to have.

In addition to the information that you may submit to us through the Website, Skills and its partners may collect and store other information about your use of the Website through cookies or other technologies that track and monitor your use of the Website. For more information about these technologies, please see the section titled “Cookies” below.

## How We May Use Personal & Other Information

We generally use your personal information and other information that we collect through your use of the Website to serve you, to improve our programs and services, and to improve your experience. For example, we may use your personal information to contact you to provide you with information Skills believes may be useful to you.

We also use information about your use of the Website to improve the content of the website, to improve Skills’ marketing and promotional efforts and to statistically analyze website usage patterns on an aggregate basis.

Your personal information may be used to respond to questions, job applications, learning communities, maintain online accounts, send you information about updates to our programs that may be of interest to you, analyze and monitor visitor activity on the website, comply with our legal obligations, and develop a knowledge base regarding users of the website.

In addition, we may combine information about you with information that we receive from other sources, including from third party partners. For example, we may use third party information to confirm contact information or to better understand your interests by associating demographic information with the information you have provided.

## How We May Share Personal & Other Information

Skills may share your personal information or information about your use of the Website with others for a number of different reasons. We may share your personal information to fulfill your requests, to provide you with information regarding our programs, current or previous employment verification, for research or data-tracking purposes, to comply with law, or to enforce our rights. We also may share personal information among our affiliated partners and subsidiaries.

Examples of how we may share your personal information include:

**With Business Providers:** We may share information with third parties who partner with us to perform services on our behalf (collectively, “Providers”). Examples of Providers may include data analysis firms, customer service and support providers, email and SMS vendors, web hosting and development companies, credit card payment processors and fulfillment companies. Some Providers also may collect information on our behalf from our Website. These third parties may be provided with access to personal information needed to perform their functions.

**With Partners:** We may disclose your personal information or information about your use of the Website for purposes of authentication with our partners, for employment verification, research, or with government agencies for compliance purposes.

**To Comply with Law or to Protect Our Rights:** We may disclose your personal information or information about your use of the Website as required by law when we believe disclosure is necessary to comply with a regulatory requirement, public or private grants/funding agreements, judicial proceeding, court order, or legal process served on us, or to protect the safety, rights, or property of our customers, the public, or Skills.

**To Members of Our Skills Network:** Skills may disclose your personal information to our subsidiaries and affiliates, and their agents and employees.

**In Connection with Business Transfers:** In the event that there are changes in the ownership structure of Skills or of any particular affiliate or subsidiary, we may share your personal information with the new owners of the organization or particular affiliate or subsidiary.

## Children

The Site is not designed to collect personal information from children who are under 13 years of age, and we do not intend to or knowingly collect such information.

## Security

The security of your information is extremely important to us. We employ reasonable practices and procedures designed to protect your information. However, no security program is impenetrable, and criminals have proven adept at circumventing widely adopted security safeguards, so we cannot guarantee the security of personal information. Accordingly, you acknowledge that you provide information to us at your own risk.

Any user or third party accessing the Website or our services is responsible for its own use of the Website and services. We are not responsible for any third party's actions or its security controls with respect to information that third parties may collect or process via the Website, services, or otherwise.

## **Opt Out of Skills Communications**

You may opt out of receiving further communications from Skills at any time. Any communication sent to you by Skills will include an unsubscribe link or other instructions that will allow you to opt out of future communications.

Skills uses Google Analytics to collect and analyze Non-Personal Information. You can opt out of Google Analytics by downloading and installing the [Google Analytics Opt-out Browser Add-on](#), provided by Google.

## **Cookie Policy**

Skills and its partners may collect and store information about you and your use of the Website through cookies, tracking pixels, and other technologies (collectively, "Tools"). Cookies are small text files that are stored by your browser on your computer's hard drive. We collect, use and modify this information to better understand, customize and improve your experience with the Website and other websites, programs and other offerings. For example, we use web analytics services that leverage these Tools to help us understand how visitors engage with and navigate our Website. We are also able to offer our visitors a more customized and relevant experience on the Website by delivering, through the use of these Tools, content and functionality based on your preferences and interests. If you have provided us with personal information, we may associate that personal information with information gathered through the Tools. This allows us to offer increased personalization and functionality.

## **Opt-Out**

Although it is our hope that you find the display of advertising to you based on your anonymous interests valuable, if you would prefer not to participate in the services offered through these solutions, you can always opt-out of this activity by visiting the Network Advertising Initiative (NAI) website by clicking <https://thenai.org/opt-out/>.

## **Do Not Track Disclosures**

Do Not Track ("DNT") is a privacy preference that users can set in their web browsers. When a user turns on DNT, the browser sends a message to websites requesting that they don't track the user. At this time, we ignore these signals. We do not change our practices, described elsewhere in this Privacy Policy, in response to DNT browser settings or signals. In particular, even if you have turned on DNT, we and others will continue to collect information about you and your activity through the use of cookies, tracking pixels, and other Tools. For information about DNT, visit [www.allaboutdnt.com](http://www.allaboutdnt.com).

# Social Media Community Guidelines

Skills for Chicagoland's Future (Skills) is focused on equity and inclusivity, and we want our online communities to reflect these and all our organizational **values**. Below are the guidelines we use to foster a welcoming and engaging social media community. Follow us on [Facebook](#), [Instagram](#), [LinkedIn](#), and [Twitter](#).

We reserve the right to hide or delete comments containing any of the following, and block or ban users who post such content:

- Hateful or discriminatory messages of any kind, including ones that attack or demean a person's race, ethnicity, nationality, religion, sex, sexual orientation, gender identity, age, or disability, as well as any personal attacks, threats, or trolling directed at any other community member
- Messages that include violent, vulgar, or explicit content, and any message that encourages illegal activity
- Messages that contain false or misleading information
- Advertisements, solicitations, endorsements, or commercial content
- Spam or messages posted by fake accounts
- Messages that infringe on copyrights
- Personally identifiable information of any individual, including community members or Skills staff members
- Unproven or false accusations against individuals or organizations
- Messages impersonating Skills or a Skills staff member or claiming to speak on behalf of Skills

We do not review or moderate all comments, but we do our best to address problematic comments as quickly as possible. Thanks for being a part of our community and helping to build pathways to opportunities.

## Interest Based Advertising

Skills participates in interest-based advertising (IBA), also known as Online Behavioral Advertising. Skills uses third-party advertising companies to display ads tailored to your individual interests based on how you browse and shop online, as well as to provide advertising-related services such as ad delivery, reporting, attribution, analytics, and market research.

Skills allows third-party companies to collect certain information when you visit our websites. This information is used to serve ads for Skills services or for the products or services of other companies when you visit this website or other websites. These companies use non-identifiable information (e.g., click stream information, browser type, time and date, subject of advertisements clicked or scrolled over, hardware/software information, cookie and session ID) and personally identifiable information (e.g., static IP address) during your visits to this and other websites in order to provide advertisements about goods and services likely to be of greater interest to you. These parties typically use a cookie, web beacon or other similar tracking technologies to collect this information.

# Acceptance of Terms

By using Skills' Website you signify your acceptance of the terms of this Privacy Statement and acceptance or awareness of all other listed statements. If you do not agree with the terms above please do not use our website.

Occasional changes may be made to this statement as new services and content are added or to reflect changes in Skills' policies. Visitors to the website are encouraged to check this page periodically to stay informed of Skills' current statements and policies. Your continued use of the website following the posting of changes to its terms will indicate acceptance of those changes.

In no occasion should Skills for Chicagoland's Future or its suppliers subject for any harms (counting, without constraint, harms for loss of information or benefit, or because of business interference,) emerging out of the utilization or powerlessness to utilize the materials on Skills for Chicagoland's Future's Internet webpage, regardless of the possibility that Skills for Chicagoland's Future or a Skills for Chicagoland's Future approved agent has been told orally or in written of the likelihood of such harm. Since a few purviews don't permit constraints on inferred guarantees, or impediments of obligation for weighty or coincidental harms, these confinements may not make a difference to you.

General Terms and Conditions applicable to Use of a Website.

## Questions and Comments

If you have questions or comments about this privacy statement or other policies, please contact us in one of the following ways:

### **Contact Us**

Skills for Chicago

215 West Wacker Drive, Suite 2000

Chicago, IL 60606

312.906.7200

Skills will use reasonable efforts to respond promptly to requests, questions, and concerns regarding this privacy statement or other listed policies.

## Legal Notices

Access to the Skills for Chicagoland's Future websites is provided subject to the following terms and conditions. Please read these terms carefully as use of these sites constitutes acceptance of all of the following terms and conditions:

### **Disclaimer of Liability**

Neither Skills for Chicagoland's Future, nor any of its partners nor any of its employees shall be held liable for any improper or incorrect use of the information described and/or contained herein and assumes no responsibility for anyone's use of the information.

In no event shall Skills' Website or its employees be liable for any direct, indirect, incidental, special, exemplary, or consequential damages (including, but not limited to, procurement or substitute goods or services; loss of use, data, or profits; or business interruption) however caused and on any theory of liability, whether in contract, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of this system, even if advised of the possibility of such damage. This disclaimer of liability applies to any damages or injury, including but not limited to those caused by any failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission, computer virus, communication line failure, theft or destruction or unauthorized access to, alteration of, or use of record, whether for breach of contract, tortious behavior, negligence or under any other cause of action.

## **Disclaimer of Endorsement**

Skills is a distributor of content sometimes supplied by third parties and users. Any opinions, advice, statements, services, offers, or other information or content expressed or made available by third parties, including information provided by users, or others, are those of the respective author(s) or distributor(s) and do not necessarily state or reflect those of Skills and shall not be used for advertising or product endorsement purposes. Reference herein to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not constitute or imply its endorsement, recommendation, or favoring by Skills.

## **Disclaimer of Duty to Continue Provision of Data**

Due to the dynamic nature of the Internet, the user expressly agrees that use of Skills' Website is at the user's sole risk. Skills does not warrant that the service will be uninterrupted or error free. The documents and related graphics published on this server could contain technical inaccuracies or typographical errors. Changes are periodically added to the information herein. Skills may make improvements and/or changes to the information and/or programs described on the website at any time.

## **NOTICE TO CALIFORNIA RESIDENTS**

Under California law, California residents may request a list of all third parties to whom we have disclosed certain personal information (as defined by California law) during the preceding year for those third parties' direct marketing purposes. If you are a California resident and would like to receive such a list, please contact us at the address listed in the "Accessing Personal Information" section above. For any such request, include the statement "Your California Privacy Rights" in the body of your request, as well as your name, street address, city, state, and zip code. Please provide enough information for us to determine if this applies to you. You must also attest to the fact that you are a California resident and provide a current California address for our response. Please note that we will not accept requests via the telephone, email, or by facsimile, and we are not responsible for notices that are not labeled or sent properly or that do not have complete information.