

# **Michigan Registry**

## **Notice of Privacy Practices**

**Effective Date: October 1, 2017**

This notice describes how private information about you may be collected, used and disclosed, and how you can get access to this information. Please review it carefully.

### **General Policy**

Personal information provided to the Michigan Registry through this portal is considered confidential. The Michigan Registry is a publicly-funded entity, and will protect the confidentiality of personal information to the extent permitted under state and federal law. All electronic information is kept in secure databases that are not directly accessible from the internet. Personally identifiable information will not be disseminated unless required as part of a specific program, such as a scholarship, unless required by law.

### **Why do we ask for this information?**

- To tell you apart from other people with the same or similar name;
- To verify the information that you submit, decide the career pathway level you are eligible for, and/or give you credit for training or experience; and
- To make reports, do research, do audits, evaluate our programs and for other administrative purposes.

### **Do you have to answer the questions we ask?**

You do not have to give us your personal information. We need this information to properly track your training and experience. Without the information, we may not be able to give you credit for your training and experience.

### **With whom may we share information?**

We will only share personal information about you with others if:

- We have your consent to share the information, or
- We need to share your information to provide the product or service you have requested, or
- We are authorized to do so by law. E.g., to respond to subpoenas, court orders, legal process, or to requests pursuant to a statute requiring or permitting disclosure such as the Michigan Freedom of Information Act, MCL 15.231, et seq.

We limit access to personally identifiable information gathered through Miregistry.org to employees and agents who need access to perform a specific job. Security measures have been integrated into the design, implementation, and day-to-day operations of this website as part of

our continuing commitment to the security of electronic content as well as the electronic transmission of information.

Miregistry.org uses Secure Sockets Layer (SSL) technology to encrypt and protect your personal financial information during Internet transmissions.

For example, we may share your information with the following types of agencies or persons who need the information to do their jobs:

- Employees or volunteers with other state, county, local, federal, collaborative and nonprofit agencies
- Personnel of the Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, and/or Child Care Licensing Division who require the data for child care licensing purposes
- Personnel of Child Development and Care who require the data to administer or evaluate the child care assistance program
- Personnel of the Department of Education for purposes of implementing, administering, and evaluating the early care and school age professional development system
- Personnel of the Department of Health and Human Services for purposes of implementing and administering this section
- Personnel of the Early Childhood Investment Corporation to use data to verify individuals' education and training to support Great Start to Quality
- An individual's employer for purposes of tracking and verifying employee training, education, and expertise

### **How is information gathered?**

When you access Miregistry.org, we may gather information in the following ways:

- Information collected automatically. When you view pages on Miregistry.org, some of your information is automatically collected. This may include information about how you linked to Miregistry.org, when you accessed our website, the searches you initiated, things you clicked on, your IP address, the type of browser and operating system you used, and the pages you requested and visited. This information is aggregated and is used to improve the website.
- Information voluntarily submitted. The Michigan Registry (or our third-party vendors) may collect additional information if you voluntarily provide it (e.g., in connection with an online transaction). The type of information varies by transaction and may include: your name, address, phone number, email address, social security or federal identification number, credit card number, driver license number, username, and password.
  - **Emails from us**
    - When you provide us with your email address, we may use it to email you newsletters and announcements.
    - You may unsubscribe to these services by following the instructions contained in the email.

- **Information on third party provided by user**

If you provide us with information about a third party, we may retain that information to provide the service requested.

### **Cookies**

Miregistry.org uses "cookies" to customize your browsing experience. A cookie is a small text file that is saved on your computer when you visit a website.

Session cookies allow you to move through many pages of a website quickly and easily without having to authenticate or reprocess each new area you visit. Session cookies are destroyed after successful completion of a transaction, after a few minutes of inactivity, or when the browser is closed.

Persistent cookies help websites remember your information and settings when you visit them in the future. They continue to exist after a few minutes of inactivity, after the browser is closed, or after a user completes a single session. Persistent cookies generated by Miregistry.org expire within five years.

Miregistry.org uses cookies in the following ways:

- To help you to conduct online transactions.
- To perform statistical analyses on website usage to understand how people are using the website and how we can improve it.

If you choose to do so, you can configure your browser to notify you when a new cookie is received. You can also view and delete existing cookies, prevent your browser from accepting new cookies, and disable cookies altogether. If you disable cookies, you can still use Miregistry.org, but your ability to use some areas or functions of the website may be limited.

We limit access to personally identifiable information gathered through Miregistry.org to employees and agents who need access to perform a specific job. Security measures have been integrated into the design, implementation, and day-to-day operations of this website as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

- **Outside links**

We provide links to other organizations through Miregistry.org. These links provided are for informational purposes only. In providing these links, we do not endorse the content, products, services, or viewpoints of these external websites. Once you leave Miregistry.org and link to an external website, Miregistry.org terms and policies no longer apply.

- **Children's Online Privacy Protection Act**

Individuals under the age of 13 are not eligible to use services that require submission of personal information and should not submit any personal information to Miregistry.org. This includes submitting personal information to Miregistry.org as part of a user profile or personalization profile. If you are an individual under the age of 13, you may use these services only if used with your parent or legal guardian.

## **SECURITY POLICY**

The State of Michigan and The Registry, Inc as the manager of the Michigan Registry portal have taken a number of steps to safeguard the integrity of its data and prevent unauthorized access to information that is maintained in agency computer systems. These measures are designed and intended to prevent corruption of data, block unknown or unauthorized access to our systems and information, ensure the integrity of information that is transmitted between users of e-government applications and the State, and to provide reasonable protection of private information that is in our possession.

**WARNING --** If security monitoring reveals possible evidence of criminal activity, information pertaining to such activity may be provided to law enforcement officials.

Unauthorized attempts to upload information and/or change information on the Michigan Registry portal, or its composite web sites, are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec.1001 and 1030.

The information contained in this policy statement should not be construed in any way as giving business, legal, or other advice, or warranting as fail proof, the security of information provided via the Michigan portal or the web sites of individual state agencies.

### **What are your rights regarding the information we have about you?**

- You may see and copy private information we may have about you. You may have to pay for the copies.
- You may give other people permission to see and have copies of information about you.
- You may question if the information we have about you is correct. Send your concerns in writing. Tell us why the information is wrong or not complete. Send your own explanation of the information you do not agree with. We will attach your explanation any time information is shared with another agency.
- You have the right to ask us to share your information with you in a certain way or in a certain place. For example, you may ask us to send private information to your home address instead of your work address. You must ask us to do this in writing. If we find that your request is reasonable, we will grant it.

- You have the right to ask us to limit or restrict the way that we use or disclose your information, depending on how reasonable the request is and how feasible it is to implement the request we may/may not be able to agree to the request.
- You have the right to get a record of some of the people or organizations that we have shared your information with. You must ask for a copy of this record in writing to the Michigan Registry.
- If you do not understand the information, ask the Michigan Registry staff to explain it to you. You can ask the Michigan Registry for another copy of this notice.

### **What are our responsibilities?**

- We must protect the privacy of your private information according to the terms of this notice.
- We may not use your information for reasons other than the reasons listed on this form unless we get special written permission from you. We may not share your information with individuals and agencies other than those listed on this form unless we get special written permission from you.
- We are required to follow the terms of this notice, but we may change our privacy policy in the future. We might do this, for example, because privacy laws change and require us to change our practices. When we change our privacy rules we will put them on our web site at: [www.miregistry.org](http://www.miregistry.org).

### **What if you believe your privacy rights have been violated?**

You may complain if you believe your privacy rights have been violated. You cannot be denied service or treated badly because you have made a complaint. If you believe that the Michigan Registry has violated your privacy rights, you may send a written complaint to the Michigan Registry. If you believe that the Michigan Registry has violated your civil rights, you may send a written complaint to the U.S. Department of Health and Human Services Office for Civil Rights.

The address for the Michigan Registry is:

Michigan Registry  
2908 Marketplace Drive, Suite 103  
Fitchburg, WI 53719

The address for the federal civil rights address is:

U.S. Department of Health and Human Services  
Office for Civil Rights, Region V  
233 N. Michigan Avenue, Suite 240  
Chicago, IL 60601  
312-866-2359 (Voice) or  
Toll free 800-368-1019 or 866-282-0659

312-353-5693 (TTY/TDD)  
312-866-1807 (Fax)

Michigan Department of Education—Statement of Compliance with federal law:

The Michigan Department of Education complies with all Federal laws and regulations prohibiting discrimination, and with all requirements of the U.S. Department of Education and U.S. Department of Agriculture.

The Michigan Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

#### USDA NON-DISCRIMINATION

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title II and Section 504 Coordinator  
Jennifer Gray  
Michigan Department of Education  
608 West Allegan Street  
P.O. Box 30008  
Lansing, Michigan 48909

517-373-3285

[GrayJ11@michigan.gov](mailto:GrayJ11@michigan.gov)

Title IX Coordinator

Elizabeth Collins

Michigan Department of Education

608 West Allegan

P.O. Box 30008

Lansing, Michigan 48909

517-241-2091

[CollinsE2@michigan.gov](mailto:CollinsE2@michigan.gov)

Web Accessibility Coordinator

Mike Flaminio

Michigan Department of Education

608 West Allegan Street

P.O. Box 30008

Lansing, Michigan 48909

517-241-2326

[flaminio@michigan.gov](mailto:flaminio@michigan.gov)

- I acknowledge that I have reviewed the Privacy Policy**