

# Privacy Notice

## **Introduction**

Thank you for visiting the Washington State Gambling Commission website and reviewing our Privacy Notice. This statement addresses collection, use and security of and access to information that may be obtained through use of the Washington State Gambling Commission website. This notice covers the following topics:

- Information Collected and How it is Used
  - Personal Information and Choice
  - Public Access to Information
  - Nondisclosure of Certain Personal/Private Information
  - Review and Correction of Personally Identifiable Information
  - Cookies and Applets
  - Security
  - Disclaimer
  - Contact Information
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## **Information Collected and How it is Used**

What information we collect if you only browse this site.

If you do nothing during your visit to our web site but browse, read pages, or download information, we will gather and store certain information about your visit. This information does not identify you personally. We automatically collect and store the following information about your visit:

1. The Internet Protocol Address and domain name used. The Internet Protocol address is a numerical identifier assigned either to your Internet service provider or directly to your computer. We use the Internet Protocol Address to direct Internet traffic to you. This address can be translated to determine the domain name of your service provider (e.g. xcompany.com or yourschool.edu);
2. The type of browser and operating system you used;
3. The date and time you visited this site;
4. The web pages or services you accessed at this site; and
5. The web site you visited prior to coming to this web site.
6. The information we automatically collect or store is logged and used by the Washington State Gambling Commission only to improve the content of our web

services and to help us understand how people are using our services. The Washington State Gambling Commission analyzes the web site logs to determine how our web site is being used, so that we may continually improve the site's usefulness to the public.

What information we collect if you volunteer it.

If during your visit to our web site you participate in a survey, send an email, or perform some other transaction online, the following additional information will be collected:

1. The email address, and contents of email, for those who communicate with us via email.
2. Information volunteered in response to a survey.
3. Information volunteered through an on-line form for any other purpose.

The information collected is not limited to text characters and may include audio, video, and graphic information formats you send us.

We use your email to respond directly to you, to address issues you identify in your email, to further improve our website, or to forward to another agency for appropriate action. Survey information is used to enable us to make improvements to the services that we provide. Information from other on-line forms is used maintain mailing lists for newsletter distribution.

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### **Personal Information and Choice**

You may choose whether to provide personal information on-line.

"Personal information" is information about a natural person that is readily identifiable to that specific individual. Personal information includes such things as an individual's name, address, and phone number. A domain name or Internet Protocol address is not considered personal information.

We do not collect personal information about you unless you voluntarily provide it to us by sending us email, participate in a survey, or complete an online form. You may choose not to contact us by email, participate in a survey or to provide any personal information using an online form. Your choice to not participate in these activities will not impair your

ability to browse the Washington State Gambling Commission web site and read or download any information provided on the site.

If personal information is requested on the web site or volunteered by the user, state law and the federal Privacy Act of 1974 may protect it. However, this information is a public record once you provide it, and may be subject to public inspection and copying if not protected by state or federal law.

If you believe that your personal/private information is being used for a purpose other than what was intended when submitted, you may contact the Public Records Officer as shown in the Contact Information Section of this statement.

The Washington State Gambling Commission website is a general audience site and we do not knowingly collect any personal information from children. Users are cautioned that the collection of personal information requested from or volunteered by children online or by email will be treated the same as information given by an adult, and may be subject to public access.

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### **Public Access to Information**

In Washington, laws exist to ensure that state government is open and that the public has a right to access appropriate records and information possessed by state government. At the same time, there are exceptions to the public's right to access public records that serve various needs, including the privacy of individuals. Exceptions are provided by both state and federal laws.

All of the information collected at this site becomes public records that may be subject to inspection and copying by members of the public, unless an exemption in law exists. The provisions of RCW 42.17. 260(1) state that

Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of subsection (6) of this section RCW 42.17.260(6), RCW 42.17.310, 42.17.315, or other statute which exempts or prohibits disclosure of specific information or records. To the extent required to prevent an unreasonable invasion of personal privacy interests protected by RCW 42.17.310 and 42.17.315, an agency shall delete identifying details in a manner consistent with RCW 42.17.310 and 42.17.315 when it

makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing.

In the event of a conflict between this Privacy Notice and the Public Records Act or other law governing the agency's disclosure of records, the Public Records Act or other applicable law will control.

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### **Nondisclosure of Certain Personal/Private Information**

The Washington State Gambling Commission may request you to provide certain personal/private information in order to validate your access to online training or to provide license status information. The information is requested in order to link you to our license database so that we can indicate that you have successfully completed mandatory training as well as to enable you to verify the status of your license application(s). You may choose not to provide this information, but if you choose not to provide it you will not be validated as having completed online training and we will be unable to provide license status information. You will have to request this information either in person or by telephone.

RCW 42.17.310(d) may prevent the Washington State Gambling Commission from disclosing personal information about you that is submitted in connection with your license application, license renewal or online training.

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### **Review and Correction of Personally Identifiable Information**

You can review any personally identifiable information we collect about you by using the information in the Contact Information section at the end of this Notice. You may recommend changes to your personally identifiable information you believe to be inaccurate by submitting an email or written request that credibly shows the inaccuracy. We will take reasonable steps to verify your identity before granting access or making corrections. (RCW 43.105.310)

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## **Cookies and Applets**

To better serve our users, we use "cookies" to customize your browsing experience with the Washington State Gambling Commission website. Cookies are simple text files stored on your computer by your web browser.

Cookies created on your computer by using this web site do not contain personally identifying information and do not compromise your privacy or security. We use the cookie feature only to store a randomly generated identifying tag on your computer.

Applets are tools downloaded to your computer to work with the software you have. Applets are intended to enhance your browsing experience by enabling you to view information in a unique manner or enable access to information that your computer would otherwise be unable to access without the applet. We use the following applets with this site: none at the present time.

You are not required to use applets to browse this site. Choosing not to accept applets will not affect your general ability to browse this website and download information, but may adversely affect how information appears on your computer or your ability to view the information that the applet is intended to support.

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## **Security**

The Washington State Gambling Commission, as developer and manager of Washington State Gambling Commission web site, has taken several steps to safeguard the integrity of its data and prevent unauthorized access to information maintained by Washington State Gambling Commission. These measures are designed and intended to prevent corruption of data, block unknown or unauthorized access to our systems and information, and to provide reasonable protection of private information in our possession.

This information 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 Washington State Gambling Commission websites.

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### **Disclaimer**

The Washington State Gambling Commission web site has many links to other web sites. These include links to web sites operated by other government agencies, nonprofit organizations and private businesses. When you link to another site, you are no longer on the Washington State Gambling Commission web site and this Privacy Notice will not apply. When you link to another web site, you are subject to the privacy policy of that new site.

Reference in this website to any specific commercial products, processes, or services, or the use of any trade, firm, or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by the State of Washington, the Washington State Gambling Commission, or its officers, employees, or agents.

Neither the State of Washington, nor any agency, officer, or employee of the State of Washington warrants the accuracy, reliability or timeliness of any information published by this system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity that relies on any information obtained from this system does so at their own risk.

The Washington State Gambling Commission reserves the right to revise and update this Privacy Notice at any time without notice by posting such revised Privacy Notice at the Washington State Gambling Commission home page.

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### **Washington State Gambling Commission Contact Information**

You may contact Washington State Gambling Commission as follows:

To review your personal information, or request correction of your personal information:

**Public Records Officer**

Washington State Gambling Commission

PO Box 42400

Olympia, WA 98504-2400

Phone: 360-486-3440

Fax: 360-486-3629

[cld@wsgc.wa.gov](mailto:cld@wsgc.wa.gov)

To offer comments about Washington State Gambling Commission's website or about the information presented in this Privacy Notice:

**Webmaster**

Washington State Gambling Commission

PO Box 42400

Olympia, WA 98504-2400

Phone: 360-486-3440

Fax: 360-486-3629

[webmaster@wsgc.wa.gov](mailto:webmaster@wsgc.wa.gov)