

# Racine County Privacy Report Questionnaire

**Describe the function and purpose of the new Internet site application:**

The Human Services web site provides information about the services, people, funding and management of the department. The Job Seeker portion of the site helps clients take advantage of the many employment and training services offered by the Racine County Workforce Development Center. Clients must enroll in job counseling or workshops by selecting a time frame from the appropriate schedule. Only registered users of the site can enroll in an event. The site's registration process prompts the user for basic contact information.

**What personally identifying information will be collected or presented through this Internet application: (Circle the items that will be collected or presented in the application)**

1. An individual's name - Yes
2. An individual's address - Possibly in the future
3. An individual's telephone number - Yes
4. An individual's driver license number - No
5. An individual's social security number - No
6. An individual's employer or place of employment - No
7. The maiden name of the individual's mother - No
8. Biometric identification - No

**In the questions below provide specific details for each issue:****9. What information is being collected?**

1. First Name (required)
2. Last Name (required)
3. User Name (required)
4. Email Address (required)
5. Phone Number (required)
6. Veteran (yes/no, not required)
7. Workshop and job counseling enrollment.
8. Potentially collecting address information to send a "Certificate of Completion" for on-line training. Providing on-line training is still a future endeavor.

**10. Why is the information being collected?**

1. To allow users to enroll in WDC workshops and job counseling.
2. To track veteran activity of WDC services. Federal statutes require that veterans get priority access to WDC services.

**11. What is the intended use of the information?**

1. Track workshop and counseling enrollment.
2. To notify user of changes to workshop/counselor schedule.

# Racine County Privacy Report Questionnaire

## 12. With whom will the information be shared?

The new user registration information is emailed to the user and to the web site Administrator. Counselor and workshop enrollment is emailed to the user and managed by an event moderator (most likely the instructor or counselor).

## 13. What notice or opportunities for consent would be provided regarding the information that will be collected and how it will be shared?

A privacy statement is available on-line via a link at the bottom of every page. There is also a Terms of Use statement. We plan to have a Civil Rights Compliance statement.

## 14. How will the information be secured?

1. A CAPTCHA security code is entered during login.
2. The password is encrypted.
3. The database is stored on a server behind the firewall. The server is on a network segment that isolates it from the external network used by the web server and from the internal network.
4. We would like to secure the login screen via an SLL certificate, but need to work out financial and technical issues of doing so.

## 15. When will the information be available?

Information is stored real-time, and can be viewed as soon as the user completes the registration.

## 16. How long will the information be held?

User accounts can be eliminated by last login date. For example, accounts that have not been active for 6 months can be removed. Removing user account data will lose historical enrollment data as well, so we expect to keep it for at least one year.

## 17. Will the information be updated?

Yes.

## 18. Related to question 17 if answered yes, how will it be updated?

1. After logging in, users are able to maintain their account by clicking the link at the bottom of every page.
2. The Administrative user has access to all user accounts.
3. An event moderator manages counselor and workshop enrollment. The moderator can view the user's account information.

# Racine County Privacy Report Questionnaire

Information that is provided on will be submitted to the Racine County Board for approval. The approval process begins with the requesting department working with the Information Systems Director and Corporation Counsel to create and present a privacy report to the County Board in compliance with ordinance 2002.170. The process begins with review by the Racine County E-Government Committee. After the review and approval it is presented to the Intergovernmental Relations Committee of the County Board. Upon approval the report is submitted to the Racine County Board for final approval.

## Certifications:

\_\_\_\_\_/ /  
Director of \_\_\_\_\_ Department, requestor

\_\_\_\_\_/ /  
Director of Information Systems

\_\_\_\_\_/ /  
Corporation Counsel

Reviewed by the Racine County E-Government Committee / /

Approved by the Racine County Board Intergovernmental Relations Committee / /

Approved by the Racine County Board / /