CSBG Training and Technical Assistance (T/TA) Request System

Privacy Policy
This Privacy Policy sets forth how the National Association for State Community Services Programs (NASCSP) and the Community Action Partnership (the Partnership) uses and protects any information that you provide to us when you use the CSBG Training and Technical Assistance (T/TA) Request System. NASCSP and the Partnership are committed to ensuring that your privacy is protected while using our web site. When we ask you to provide private or personal information when using this site, you can be assured that it will only be used in accordance with this Privacy Policy statement.

1. Information Collection

Organizations
We collect information from you to facilitate the T/TA request process. We will not sell, distribute or lease your personal information to third parties. We may use your personal information for evaluation and assessment purposes.

Consultants
We collect information from you to evaluate your application for inclusion in the Consultant Bank. We will not sell, distribute or lease your personal information to third parties. We may use your personal information for evaluation and assessment purposes.

We collect the following information from organizations and consultants:

- Name, job title and organization name;
- Contact information including e-mail address, phone numbers and addresses;
- Demographic information such as site location and population served (i.e. rural, suburban, etc.);
- Any other information relevant to T/TA requests or consultant applications.

2. Use of Collected Information

We need to collect information in order to understand your needs and provide you with better service. More specifically, the information we collect will go to improve these and other processes associated with excellent service delivery:

- internal record keeping;
- Our services and system;
- The manner in which clients submit collected information for evaluation purposes.
3. Safeguards

The Partnership and NASCSP respect the integrity of your organization’s information. The system has been designed so that only NASCSP has access to State Lead Agency data and only the Partnership has access to data from CSBG eligible entities and State Associations. They will not share identifiable data unless a waiver is issued by an individual organization.

4. Security

We understand that some of your information will be of a sensitive or personal nature. All collected information will be done through a secure, 256-bit encrypted protocol using a dedicated Secure Sockets Layer (SSL) certificate. This is the highest security level found on the Internet. The entire CSBG T/TA Request System is housed under this secure protocol.

5. How We Use Cookies

A cookie is a small file which requests permission to be placed on your computer's hard drive. Cookies analyze your web traffic and trends while noting your browsing history. They allow web applications to respond to you as an individual. The web applications tailor their operations to your preferences by gathering and remembering information about your browsing patterns.

We use traffic log cookies to identify which pages on our system are being used. This helps us analyze data about web page traffic and improve our web site in order to tailor it to the needs of organizations, consultants and our general audience. We only use this information for statistical analysis purposes and then the data are removed from the system.

Overall, cookies help us provide you with a better web site by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. This may prevent you from taking full advantage of the web site, however.

6. Links to other Web sites

Our web site may contain links to enable you to visit other web sites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any
control over other web sites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this Privacy Policy. You should exercise caution and look at the privacy statement applicable to the external web site.

7. Privacy Policy Modifications
NASCSP and The Partnership may modify this Privacy Policy at any time without prior notice to organizations or consultants viewing, accessing and using the CSBG T/TA Request System. By viewing, accessing and using this web site, you agree to abide by the most recent version of the Privacy Policy.

8. Privacy Policy Right to Information
You may request details of any personal information which we hold about you under the Data Protection Act 1998. If you believe that any information we are holding on you is incorrect or incomplete, please feel free to Contact Us.