

**Center for Dependable Strengths**

**Privacy Policy**

**Effective November 10, 2007**

**Information we collect**

Everyone who completes the CDS Instructor Training receives a Facilitator Manual, and is asked to sign a copyright agreement that states the conditions for use of CDS intellectual property. From that agreement we collect the following information:

- Name
- Agency Name
- Address
- Phone Number, Fax Number and Email Address
- Your designation as an 1) Individual Professional or 2) Institutional Professional

We also receive requests from members of the general public to be added to our list of Subscribers, who receive from time to time, email notices of upcoming events of special interest to the CDS community. From those requests, we collect an email address, and any other contact information volunteered by the Subscriber.

**Uses of this personal information**

The information is restricted in use for professional purposes only, including:

1. To publicize CDS workshops, trainings, and other events of special interest to the CDS community.
2. To respond to legitimate, reasonable requests for the contact information of CDS Instructors.
3. To communicate with CDS clients and customers regarding CDS products and services.

If we propose to use personal information for any purposes other than those described in this Policy, we will offer you an effective way to opt out of the use of personal information for those other purposes. We will not collect or use personal information for purposes other than those described in this Policy, unless we have obtained your prior consent.

**Information sharing**

This information is stored solely in the CDS data-base and is not shared with any other entity without your consent, except under the following circumstances:

We have a good faith belief that access, use, preservation or disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process or enforceable governmental request, (b) enforce applicable parameters, including investigation of potential violations thereof, (c) detect, prevent, or otherwise address fraud, security or technical issues, or (d) protect against imminent harm to the rights, property or safety of CDS, its users or the public as required or permitted by law.

Please contact us at the address below for any additional questions about the management or use of personal data.

### **Information security**

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of personal data.

We restrict access to personal information to CDS employees, contractors and agents who need to know that information in order to operate, develop or improve our services. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

### **Data integrity**

CDS processes personal information only for the purposes for which it was collected and in accordance with this Policy. We review our data collection, storage and processing practices to ensure that we only collect, store and process the personal information needed to provide or improve our services. We take reasonable steps to ensure that the personal information we process is accurate, complete, and current, but we depend on our users to update or correct their personal information whenever necessary.

### **Accessing and updating personal information**

We make good faith efforts to provide you with access to your personal information and either to correct this data if it is inaccurate or to delete such data at your request if it is not otherwise required to be retained by law or for legitimate business purposes. We ask individual users to identify themselves and the information requested to be accessed, corrected or removed before processing such requests, and we may decline to process requests that are unreasonably repetitive or systematic, require disproportionate technical effort, jeopardize the privacy of others, or would be extremely impractical (for instance, requests concerning information residing on backup tapes), or for which access is not otherwise required. In any case where we provide information access and correction, we perform this service free of charge, except if doing so would require a disproportionate effort.

### **Enforcement**

CDS intermittently reviews its compliance with this Policy. Please feel free to direct any questions or concerns regarding this Policy or CDS treatment of personal information by contacting us through our web site: [dependablestrengths.org](http://dependablestrengths.org). When we receive formal complaints, it is CDS policy to contact the complaining user regarding his or her concerns.

### **Changes to this policy**

Please note that this Privacy Policy may change from time to time. We will not reduce your rights under this Policy without your explicit consent, and we expect most such changes will be minor. Regardless, we will post any Policy changes and, if the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of Policy changes). Each version of this Policy will be identified at the top of the page by its effective date, and we will also keep prior versions of this Privacy Policy in an archive for your review.

If you have any additional questions or concerns about this Policy, please feel free to contact us any time through the following:

Center for Dependable Strengths  
c/o Highline Community College  
PO Box 98000, MS 99-285  
Des Moines, WA 98198-9800

Phone: 1-866-398-9474 (toll free)  
Fax: 206-870-5915  
Email: [ds@highline.edu](mailto:ds@highline.edu)  
Visit: [www.dependablestrengths.org](http://www.dependablestrengths.org)