

## **Exhibit E**

# **DRS Internet Privacy Statement**

<http://www.drs.wa.gov/Administration/Policy/privacy.htm>

## **Section A. Introduction**

Thank you for visiting the Washington State Department of Retirement Systems' Web site and reviewing our Privacy Statement. This statement addresses collection, use and security of and access to information that may be obtained through use of DRS' Web site. (See **Section I. Disclaimer** for information regarding contracted vendor sites.) This statement 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**
- **Security**
- **Disclaimer**
- **Contact information**

## **Section B. 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.
5. The Internet you visited prior to coming to this Web site.

The information we automatically collect or store is used by DRS only to improve the content of our Web services and to help us understand how people are using our services. DRS analyzes this information to determine how the Web site is being used, so that we may continually improve the site's usefulness to the public.

If during your visit to our Web site you send e-mail, respond to a survey and/or fill out an online form, the following additional information will be collected during that process:

## **What information we collect if you volunteer it.**

1. Your e-mail address and contents of the e-mail, for those who communicate with us via e-mail.
2. Information volunteered in response to a survey and your e-mail address.
3. Information volunteered through completion of an online form and your e-mail address.

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

We use your e-mail to respond directly to you to address issues you identify in your e-mail, to further improve our Web site or to forward to another agency for appropriate action. Surveys when used, provide a method for you to provide us with your input on service-related matters. It is used solely for that purpose.

For seminar/workshop registration, we use the information provided for the sole purposes of registering you for a seminar, providing a confirmation letter with instructions about a seminar or workshop's time and location, and preparing any accommodations requested.

For members' questions, we use the information provided for the sole purposes of providing answers to address the issues identified in your e-mail. If it is a question or statement specific to a member's account, we respond either by e-mail, letter or phone call (depending the nature of the request) and maintain a copy on file.

## **Section C. Personal information and choice**

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

"Personal information" is information about a 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 e-mail, participating in a survey or completing an online form. You may choose not to contact us by e-mail, participate in a survey or provide any personal information using an online form. Your choice to not participate in these activities will not impair your ability to browse DRS' Web site and read or download any information provided on the site.

For seminar/workshop registration and member questions - if the required information as indicated on the Web page is not provided - we won't be able to complete your request(s). However, you still can **contact DRS** by mail, fax or telephone to request these services.

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 DRS as shown in the contact information section at the end of this statement.

The DRS web site 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 e-mail will be treated the same as information given by an adult, and may be subject to public access.

## **Section D. Public access to information**

*Exhibit E*

*Request For Proposals No. 09-006*

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 record 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.

## **Section E. Nondisclosure of certain personal information**

DRS requires you to provide certain personal information in order to provide services, such as:

- Registration for a seminar or workshop via e-mail or online form
- Members' questions via e-mail

You may choose not to provide this information, but if you choose not to provide it we will be unable to fulfill these services, and you will have to request either in person, by regular mail or by phone or fax.

## **Section F. 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 statement. You may recommend changes to any personally identifiable information you believe to be inaccurate by submitting a 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**)

## **Section G. Cookies**

To better serve our users we are now using "cookies" to customize your browsing experience with Department of Retirement Systems. Cookies associated with DRS web applications are simple text files stored temporarily on your computer by your web browser. They last for only the duration of the user session with the DRS Web site and expire when you close 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. They provide a method of distinguishing among visitors to Department of Retirement Systems.

In general, cookies written to your hard drive contain randomly generated alphanumeric codes that can only be interpreted by the same server that provided the information. Cookie files cannot read data stored on your hard drive nor read other cookie files created by other sites. You can refuse a cookie or instruct your web browser to prompt you before accepting one by adjusting your web browser settings. Instructions to enable these features may be found in your browser's Help menu. Furthermore, you can

delete cookie files from your hard drive by using any of the widely available methods. Instructions to delete files may be found in your operating system (e.g. Windows, Mac OS, etc.) Help menu.

## **Section H. Security**

DRS takes precautions to safeguard personal information you provide through our Web services. All information provided is contained behind secured networks and is accessible only by a limited number of employees who have special access rights.

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 DRS' Web site.

## **Section I. Disclaimer**

DRS' 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 DRS 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.

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.

**DRS reserves the right to revise and update this Privacy Notice at any time.**

## **Section J. Contact Information**

To review your personal information, or request correction of your personal information contact the Public Information Officer at:

Department of Retirement Systems  
PO Box 48380  
Olympia, Washington 98504-8380  
Phone: (360) 664-7160  
Fax: (360) 753-3166  
E-mail: **Allen Nguyen**

To offer comments about DRS' Web site or about the information presented in this Privacy Notice contact the **Webmaster** section of our contact information.

5/24/09 – Saved from DRS Web site at  
<http://www.drs.wa.gov/Administration/Policy/privacy.htm>