



## Privacy Notice

Thank you for visiting the Washington State **County Road Administration Board (CRAB)** web site and reviewing our Privacy Notice. This statement addresses collection, use and security of and access to information that may be obtained through use of CRAB's web site. This notice covers the following topics:

1. Information collected and how it is used
2. Personal information and choice
3. Public access to Information
4. Review and correction of personally identifiable information
5. Cookies and applets
6. Security
7. Disclaimer
8. Contact Information

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### 1. Information Collected and How it is Used

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 (IP) Address used. The IP address is a numerical identifier assigned either to your Internet service provider or directly to your computer. We use the IP 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 you used;
3. The date and time you visited this site;
4. The web pages or services you accessed at this site; and

The information we automatically collect or store is logged and used by CRAB only to improve the content of our web services and to help us understand how people are using our services. CRAB 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 we collect if you volunteer information.**

If during your visit to CRAB's web site, you participate in a survey or send an E-mail, the following additional information will be collected:

1. The E-mail address, and contents of E-mail;
2. Information volunteered in response to a survey; and
3. Information provided on any 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. The information is retained in accordance with Chapter 40.14 RCW, Preservation and Destruction of Public Records.

We use your email to respond appropriately. This may be to respond to you, to address issues you may identify, to further improve our web site, or to forward the E-mail to another agency for appropriate action. Survey information and information provided on the online forms is used for the purpose designated.

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## **2. 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, E-mail address, and phone number. A domain name or Internet Protocol address is not considered personal information.

We collect no personal information about you unless you voluntarily provide it to us by sending us E-mail, participating in a survey, or completing an on-line form. You may choose not to contact us by E-mail, participate in a survey or to provide any personal information using an on-line form. Your choice to not participate in these activities will not impair your ability to browse CRAB’s 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 federal or state law.

If you believe that your personal 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.

CRAB’s 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 on-line or by E-mail will be treated the same as information given by an adult, and may be subject to public access.

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## **3. Public Access to Information**

In the State Of Washington, laws exist to ensure that 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 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. RCW 42.56.070 states 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 the Public Records Act 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 42.56.210 and 42.56.320, an agency shall delete identifying details in a manner consistent with RCW 42.56.210 and RCW 42.56.320 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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#### **4. 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 a written request that credibly shows the inaccuracy. We will take reasonable steps to verify your identity before granting access or making corrections. Read RCW 43.105.310

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#### **5. Cookies and Applets**

To better serve our users, we are now using "cookies" for various web services to customize your browsing experience with CRAB's web site. 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 and/or to enable access to information that your computer would otherwise be unable to access without the applet.

CRAB's web site does not use applets, so you are not required to use applets to browse this site.

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#### **6. Security**

The CRAB, as developer and manager of CRAB's web site, has taken several steps to safeguard the integrity of its data and prevent unauthorized access to information maintained by CRAB. For

site security purposes, and to ensure that this web site remains available to all users, CRAB employs software to monitor traffic to identify unauthorized attempts to upload or change information or otherwise cause damage to this web site. 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 CRAB's web sites.

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## **7. Disclaimer**

The CRAB 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 CRAB 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 web site 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, County Road Administration Board, 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 its own risk.

CRAB reserves the right to revise and update this Privacy Notice at any time without notice by posting such revised Privacy Notice at the CRAB home page.

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## **8. CRAB Contact Information**

You may contact CRAB as follows:

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

Public Records Officer  
Washington State County Road Administration Board  
2404 Chandler Court SW, Suite 240  
Olympia, WA 98504-0913  
FAX: (360) 586-0386  
Phone: (360) 753-5989  
E-mail: [karen.pendleton@crab.wa.gov](mailto:karen.pendleton@crab.wa.gov)

To offer comments about CRAB's web site, or about the information presented in this Privacy Notice:

Web Master  
Washington State County Road Administration Board  
2404 Chandler Court SW, Suite 240  
Olympia, WA 98504-0913  
FAX: (360) 586-0386  
Phone: (360) 753-5989  
E-mail: [webmaster@crab.wa.gov](mailto:webmaster@crab.wa.gov)

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