

Privacy Policy

Last Revised: July 20, 2022

At Palette Skills, your privacy is important to us and we commit to taking best efforts to ensure the interests and needs of individual users of our programs and services. The purpose of this Privacy Policy is to assure our website visitors, participants and partners of visibility and transparency of personal information collected by Palette Skills.

Consent:

Palette will endeavour to clearly ask for consent and outline the purpose for the collection, use, disclosure, or retention of personal information. Palette will comply with an individual's request to withdraw consent from the collection, use, disclosure or retention of personal information, unless it will interfere with a legal or contractual obligation.

Information we collect:

1. **Contact Information**, such as name, address, telephone number and email address.
2. **Prospective, Current and/or Previous Employment Information** submitted through application portals and participant surveys.
3. **Log-in Information** such as username and password.
4. **Demographic information** such as gender and ethnic status.
5. Other personal information may be collected depending on our commitments to partners and/or funders.

How we use information:

We may use the information collected for the following purposes:

- To Improve, operate, and maintain our website and application portals
- To communicate information to either partners and/or funders, to provide updates regarding programs, new products or services, invitations to events and for marketing and promotional purposes
- To meet legal, regulatory, or contractual requirements, such as providing information about program participation and outcomes to our funding partners
- To evaluate an applicant's eligibility for a Palette program
- To administer Palette programs and initiatives
- To conduct research and analysis on, evaluate and enhance Palette programs and services
- To recruit and manage Palette employees and or contractors

- Find and prevent fraud

Cookies and Web beacons

When you use our website, we may automatically receive and record technical information on logs and databases from your browser, application, services or devices.

Information collected may include your IP address, location details, “cookie” information, mobile device, operating system, the type of browser, demographic information, application and device your are using to access our website, click-through paths, the identity of the page or feature you are requesting or interacting with, time on page of feature, and other indicators of how you are interacting with our website. This information is used to optimize the users' experience by customizing our web page content based on the visitors' browser type and/or other information.

You may be able to change the preferences on your browser, application or device to prevent or limit your device's acceptance of cookies, but this may prevent you from taking advantage of some of our features. We may associate the information with you when we collect information from different devices, which helps us provide consistent services across devices.

Third-party advertisers

Third-party ad servers or ad networks use technologies like cookies, JavaScript, or Web Beacons in their respective advertisements and links that appear on the Palette Skills website. When you click on the link, they will automatically receive your IP address.

These technologies are used to measure the effectiveness of their advertising campaigns and/or to personalize the advertising content that you see on websites that you visit. Note that Palette Skills has no access to or control over these cookies that are used by third party advertisers.

Palette Skills' Privacy Policy does not apply to third-party advertisers or websites. Please be advised to consult their respective Privacy Policies for more detailed information, which may include their practices and instructions on how to opt-out of certain options.

You can choose to disable cookies through your individual browser options. To learn more about cookie management with your specific web browser, please check the browser's settings.

Sharing Personal Information

Palette may share information with our partners and/or funders about the existence, use, and disclosure of an individual's personal information, as needed to support our

operations and where it is legally required.

Information Retention and Security

Palette will retain Personal Information for as long as it is necessary in connection with the purposes for which it was collected. If you wish to stop receiving electronic messages from Palette, please contact us to notify us of your request. Information related to employment recruiting for a position at Palette may be kept on record for use in future recruitment.

If we believe a security breach has affected Personal Information that is under our control, we will investigate the situation and will take all other steps which are legally required.

Contact Information

Our Privacy Officer deals with all requests, questions, and concerns related to this Privacy Policy and can be reached at privacy@paletteskills.org.