This privacy policy discloses the privacy practices for **Washington Initiative for Supported Employment**. This privacy policy applies solely to information collected on this web site. It will notify you of the following.

1. What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared,
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can collect any inaccuracies.

**Information Collection, Use and Sharing**

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request; ie; to assist to complete your conference registration.

Unless you ask us not to, we may contact you via email in the future to tell you about upcoming events or changes to this privacy policy.

**Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can contact us via email address or phone number given on our website:

* See what date we have about you, if any.
* Change/correct any data we have about you.
* Have us delete any data we have about you.
* Express any concern you have about our use of your data.

**Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Whenever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify third by looking for a closed lock icon at the bottom of your web browser, or looking for “https” at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only the employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computer/servers in which we store personally identifiable information are kept in a secure environment.

**Updates**

Our Privacy Policy may change from time to time and all updates will be posted on this page.

**If you feel we are not abiding to this privacy, you should contact us immediately via email or via telephone at 206-343-0881.**

**Links**

This web site contains links to other sites. Please be aware that we are not responsible for the content or policy practices of other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.