

Thank you for visiting the External Learner Registration Application website. We strive to provide online resources in a safe, secure manner that respects your privacy when you visit our websites. This privacy statement addresses the collection, use, disclosure and security of information that may be obtained by the state of Georgia through the External Learner Registration Application.

Use of Personal Information

The Georgia Department of Administrative Services (hereafter referred to as "DOAS") is the sole owner of the information collected on the External Learner Registration Application. DOAS collects information from our users at several different points on the website through users submitting information provided in the form interface. To protect your privacy, we do not sell or trade personally identifiable information that users voluntarily provide in any registration or contest submission. This personal information is used to enroll users into the Learning Management System. We use the information supplied to validate identity and for account management activities in the GA@WORK system.

Data Storage

All information supplied by the user through the form interface is stored in a database and is encrypted at rest and in motion. There is no information other than what is supplied in the user interface that is stored by this application. We do not track any user activity such as browser type or IP address.

Security

This website takes every precaution to protect our users' information. When users submit sensitive information via the website, their information is protected both online and off-line. All information gathered and used by the site is accessible only to employees who need the information to perform a specific job. All

employees are kept up to date on our security and privacy practices by way of this notice. The servers that store personally identifiable information are in a secure environment, in a locked facility, and encrypted.

Links

This website contains links to other sites. Please be aware that we, DOAS, are not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of every website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

Legal Disclaimer

Though we make every effort to preserve user privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order or legal process served on our website.

Notification of Changes

If we decide to change our privacy policy, we will post those changes to this privacy statement so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We will use information in accordance with the privacy policy under which the information was collected. If, however, we are going to use a user's personally identifiable information in a manner different from that stated at the time of collection we will notify users via email. However, if users deleted/deactivated their account, then they will not be contacted, nor will their personal information be used in this new manner.

Web Linking Policy

<https://gaworklearning.doas.ga.gov/> contains links to other sites that we do not control; therefore, we are not responsible for these other sites. We provide these links as part of the registration workflow to direct the registrant to the **GA@WORK** Learning system. This privacy policy does not cover the Workday learning application.

Please Do NOT

- Use the State of Georgia Seal logo or the **GA@WORK logo**, or any other logo image without prior written permission. For specific questions regarding Georgia brand standards and logo usage, contact brand@georgia.org. To request permission to use other information or graphics on this site, contact communications@doas.ga.gov.
- Copy editorial content and paste directly on to your site.
- Attribute a link on your site to <https://gaworklearning.doas.ga.gov/> and then link to another site.
- Frame content or otherwise present it as your own.
- Use any images without permission.