

VCSC Privacy Policy

The VCSC websites will request some information from you when registering for a seminar or purchasing/requesting Guidelines manuals, as defined in the Terms and Conditions. This Privacy Policy describes VCSC's online privacy practices, what personally identifiable information VCSC may collect, and how that information may be used.

PERSONALLY IDENTIFIABLE INFORMATION COLLECTED

The following personally identifiable information is collected and processed: information including but not limited to your name, email address, cell/mobile telephone number that you provide when registering for a seminar or purchasing/requesting Guidelines manuals.

USES MADE OF PERSONALLY IDENTIFIABLE INFORMATION

The personally identifiable information you provide may be used to:

- contact you to provide updates and reminders;
- alert you to changes in the Guidelines; and
- to provide you with the Guidelines material requested.

NON-PERSONALLY IDENTIFIABLE INFORMATION

When you use the VCSC websites, it automatically collects information, such as which operating system and browser you use to access the system. VCSC may also collect other non-personally identifiable information to identify the registrant for purposes such as registrant preferences and personalization. Any of the information referred to in this section may be used to:

- administer the VCSC websites and assist in diagnosing technical problems;
- identify new and returning registrants of the VCSC websites;
- estimate audience size and use patterns;
- audit the accessing of resources and downloading of data from the VCSC websites;
- assist in improving and updating the VCSC websites; and
- assist in improving and developing services.

INFORMATION SHARING

The Virginia Criminal Sentencing Commission (VCSC) maintains the websites and may disclose aggregate statistics about website users to describe or evaluate its services.

VCSC may disclose personally identifiable information if (i) required to do so by law; (ii) necessary to address a particular complaint; (iii) necessary to prevent fraud or any crime; or (iv) to protect VCSC or the rights, property, or personal safety of any person.

Your telephone service provider (telephone servicer) or Internet Service Provider (ISP) may have access to communications between your equipment and the VCSC websites. For information regarding your telephone servicer or ISP's treatment of your information, please consult your telephone servicer or ISP about their privacy policies.

SECURITY

VCSC relies on the Office of the Executive Secretary (OES) to provide security of all personally identifiable information associated with the VCSC websites. Security measures are in place to attempt to protect against the loss, misuse, and alteration of personally identifiable information under our control. For example, the security and privacy policies are periodically reviewed and enhanced as necessary and only authorized personnel have access to personally identifiable information. Although VCSC cannot guarantee that loss, misuse, or alteration of information will never occur, it uses reasonable efforts to prevent it. By using the VCSC websites, you acknowledge that VCSC cannot guarantee the security of personally identifiable information.

PLEASE TAKE NOTICE THAT ALTHOUGH THE TRANSMISSION OF DATA BETWEEN VCSC WEBSITES AND ITS SERVERS IS SECURE, VCSC IS NOT RESPONSIBLE FOR THE SECURITY OF YOUR TELEPHONIC TEXT MESSAGING OR PERSONAL INTERNET CONNECTION, INCLUDING ANY WIRELESS CONNECTION.

IF THE SYSTEM IS ACCESSED OUTSIDE OF THE UNITED STATES, THE COUNTRIES CONCERNED MAY NOT HAVE DATA PROTECTION LAWS SIMILAR TO THOSE IN THE UNITED STATES OF AMERICA.

STORAGE OF YOUR INFORMATION

Information that you submit via the VCSC websites is sent to and stored on secure servers. This is necessary to process the information. Information submitted by you may be transferred by VCSC in the circumstances set out above (see "Information Sharing").

CONTACTING US

Please submit any questions, concerns, or comments you have about this Privacy Policy or any requests concerning your personal data by writing to us at:

VCSC Privacy Policy
Virginia Criminal Sentencing Commission
Supreme Court of Virginia
100 North Ninth Street
5th Floor
Richmond, VA 23219