

Privacy Policy

Chabot-Las Positas Community College District OSHA Training Center

Introduction

OSHA4YOU.com is the website of the Chabot-Las Positas Community College District's Occupational Safety and Health Administration (OSHA) Training Center (CLPCCD OTC). The CLPCCD OTC respects the privacy of our members and other users of our website. This Privacy Policy address our use of information about you collected by virtue of your use of OSHA4YOU.com

Collection of Data

The website software collects the following information:

- The name of the domain from which you access the Internet
- The date and time you access our site
- The Internet address of the website from which you linked directly to our site

The above information is used by software programs on our website to create summary statistics which allow us to assess the number of visitors to the different sections of our site, identify what information is of most and least interest, determine technical design specifications, monitor system performance, and help us make our site more useful to visitors.

The enrollment software collects the following information:

- Personal Information (Name, billing address, telephone number, etc.)
- Email Address
- Credit Card Information
- Demographic Information (Company/Organization)

The CLPCCD OTC enrollment process requires users to provide personal, demographic, and credit card information to complete the enrollment process. The information is used to process registrations and to contact students when necessary. Refer to the **Security** section of the Privacy Policy for more information about the process of collecting personal data.

We use session cookies to provide better service to customers. Cookies are small pieces of temporary data that are exchanged between a website and a user's computer which enable a session or dialog to be established. With the session established, CLPCCD OTC is able to tailor its responses and guide the website in the most efficient and effective way possible. This includes listing items that users add to their shopping cart, as well as user-specific information on the pages that the user accesses or visits most frequently. The session is usually broken when the CLPCCD OTC website does not receive further information from your computer when you exit your browser.

Information We May Use

CLPCCD OTC may use your contact information to alert you to new information, products and services, events and other opportunities. We maintain a directory of all customers to the CLPCCD OTC site for the sole purpose of documenting which customers have received services otherwise specified on the website. Customer information will not be distributed to outside organizations not associated with CLPCCD.

Security

The protection and safety of your credit card information is important to us. Before entering your credit card information, please make sure you are using a secure browser session (via a Secure Sockets Layer (SSL)). Always be sure to sign out of the website properly before closing down your browser or moving to another website, to further protect your privacy.

All credit card processing is conducted over the Internet via a SSL connection. SSL technology is the industry standard for commercial online data encryption of personal and credit card information. This requires that your Internet browser be configured to use SSL, otherwise the credit card transaction will not be secure.

At no point is credit card information stored outside of the credit card system set forth. Credit card transactions that are not handled directly by the payment system are conducted by an authorized CLPCCD OTC staff member with the use of a security username and password.

Your Rights

Visitors to the site have the option of setting up a username and password to register for classes and access certain parts of the website. Users can change their personal information at any time with the intention of keeping all contact information up-to-date. Contacting methods (phone, email, and confirmation documentation) will use the data inputted by the visitor. Any data improperly inputted, thus resulting in communication problems, will be held liable by the visitor. Any unauthorized use of another person's login and personal information, without the express, written consent by the user, is strictly forbidden.

CLPCCD OTC is pleased to welcome and admit students 18 years of age and over of any race, color, religion, or national and ethnic origin to all classes. Students under 18 will be permitted only with prior consent of staff and a parent consent form.

Guarantees

We reserve the right to change the OSHA4YOU.com website on an on-going basis with up-to-date information and services. While this Privacy Policy states our standards for maintenance of personal information, we do not guarantee these standards. Factors beyond our control may result in disclosure of data. As a consequence, we disclaim any warranties or representations relating to maintenance or nondisclosure of data.

Currency

CLPCCD OTC only accepts U.S. Dollar currency on all monetary transactions.

You may contact us about this Privacy Policy:

Chabot-Las Positas Community College District

OSHA Training Center

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