

# California Unemployment Insurance Appeals Board Privacy Policy

It is the policy of the California Unemployment Insurance Appeals Board (CUIAB) to:

- **Limit the collection of personally identifiable information to that which is necessary to process your appeal or otherwise assist you.** The purposes for which personally identifiable data are collected are specified at or prior to the time of collection, and any subsequent use are limited to the fulfillment of that purpose. Ask our representatives if ever it is not clear why certain information is being collected or requested of you.
- **Not disclose, make available, or use any personally identifiable data for purposes other than the reasons specified at or before the time of collection without your consent or as authorized by law or regulation.** Unless specifically authorized by you or otherwise provided by law or regulation, CUIAB will not discuss your claim or disclose your personal information to another individual that is not a party to your case. Our employees only access and use information about you on a need-to-know basis in order to fulfill our administrative duties and assist you. For your protection, our representatives will require your assistance with obtaining proper authorization before speaking with interpreters, spouses, other family members or friends.
- **Maintain the integrity of information maintained about you and provide you with access to your information.** You may notify a CUIAB representative if at anytime you wish to review the information or question the accuracy of the information we maintain about you.
- **Secure all personal information collected and maintained by the CUIAB against loss, damage, modification or unauthorized disclosure.** CUIAB employees are trained and provided with written procedures for safeguarding your personal information. Pursuant to current law and practice, CUIAB also uses multiple technological and procedural approaches to protect against unauthorized access or disclosure of your information. These include, but are not limited to, individual computer login identification and password protocols, and computer network firewalls.
- **Not use digital cookies on our Web site to collect information from or about you.** Some Web sites store small data files called "cookies" to your computer hard drive when you visit the site. Cookie files can contain personal information and can be used in a variety of ways. For example cookies are used by some web sites to greet you personally, to post a list of your favorite books to purchase, to remember what you had in your shopping basket on your last visit. The CUIAB does not use cookies on its web site.
- **Provide links to other Web sites that might be useful to you.** When you link to another site you are no longer on our Web site and are subject to the privacy policy of the new site.
- **Allow use of Information on CUIAB's Web site as permitted by law, with the exception of pictures and official symbols.** Information on CUIAB's Web site is public domain. While CUIAB attempts to maintain a high degree of accuracy, we will not be held liable for errors or omissions that may occur. If you visit another Web site using a link from CUIAB's Web site, you become subject to the privacy policy and conditions of that Web site. The CUIAB will not be held liable for information or practices observed by other Web sites that provide access links from this Website.

This policy has been developed and is maintained in accordance with the Information Practices Act of 1977 (Title 1.8 (commencing with Section 1798) of Part 4 of Division 3 of the Civil Code) and is published and posted in accordance with Section 11019.9 of the Government Code.

Should you need further information or have questions about the privacy of personally identifiable data maintained by the CUIAB, please contact:

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P. O. Box 944275  
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(916) 263-6722  
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