

# Privacy Policy

### **Philosophy**

This privacy statement establishes how information gathered about our website visitors will be used by the Division of Personnel. Under some circumstances, we may be required to disclose such information to comply with legal requirements.

The information contained on our website is collected and maintained for the benefit of the Government of the Virgin Islands. While the Division of Personnel makes best efforts to maintain accurate information the Division of Personnel does not endorse the authenticity of information that originates from third parties.

### If you read or download information:

We may collect and store information for statistical purposes. We analyze user traffic patterns on our website automatically through your browser. This information includes the IP address of your computer or network, current date, current time, your browser, and operating system, the page(s) you visited on our website, and the referring page (page that you came from). We use the aggregated information from all visitors to measure and improve site performance, analyze user traffic, and to improve the content of our site. At times, we may track the keywords entered into our search engines from all users to find out which topics are popular although we don't keep track of specific words that any one user enters.

We only use this information to measure server performance, to improve the content on our website, and to guarantee a high level of security for all users. For example, we may count the number of visitors to the different sections of our site to help us make them more useful. This information does not identify you personally. The Division of Personnel will not collect personal information about you when you visit our website unless you choose to provide that information to us. We do not give, share, sell, or transfer any personal information.

## If you send E-mail through this website, subscribe to our emails, or request other information:

By sending us an electronic mail message, you may be sending us personal information (i.e., your name, address, e-mail address, etc.). We may store the name and address of the requester in order to respond to the request, add your information to our distribution list if requested or otherwise resolve the subject matter of your e-mail.



### Links to Division of Personnel (Third Party) Websites

Our website also contains links to information located on websites maintained by other public departments/agencies and private organizations. Once you access an individual document that links you to another website, you are subject to the privacy policy of the website containing that document.

#### **Cookies**

When you visit the Division of Personnel's website, you should be aware that data linking your computer to a particular part of our website (a "cookie") may be created. Temporary cookies may be used when necessary to complete a transaction, to process data submitted to us online, to facilitate an ongoing Internet interaction, or to understand trends in the use of the website. Cookies do not compromise your privacy or security. Using web browser settings, you can refuse the cookies or delete the cookie file from your computer by using any of the widely available methods.