NOVAWORKS
Privacy Policy

This Privacy Policy explains how NOVAworks collects, uses, and discloses personal information about our customers, prospective customers, and visitors to our website at https://novaworks.org.

COLLECTION OF PERSONAL INFORMATION
Information collected directly from you:
NOVAworks may collect personal information directly from you, for example during the registration process, while scheduling appointments or registering for workshops or events, through a web-based form, or in receiving or responding to email or text-based communications. Personal information we collect directly from you may include first and last name, address, email address, and phone number; if registering for NOVAworks services, we will collect additional information, such as Social Security number, birthdate, and previous work history.

Information collected from your device:
Our website may use technologies such as cookies, web beacons, pixels, and other similar technologies to automatically collect certain information from your device including, for example, your IP address, date and time of your visit, browser and operating system information, referring website address, and other information about how you interact with the website. Our email campaigns may also use tracking technologies such as web beacons, pixels and other similar technologies to automatically collect certain information such as your IP address, browser type and version, and email engagement statistics.

USE OF PERSONAL INFORMATION
We may use information collected about you for any lawful purpose, including the following:
- to provide you with services, customer service and support, and other relevant information;
- to comply with the law and to maintain the security of our website; or
- with your consent, or as otherwise disclosed at the time information is collected.

DISCLOSURE OF PERSONAL INFORMATION
We are required to share your information with both the State of California and the U.S. Department of Labor when you register for NOVAworks services. Some information may also be shared with Constant Contact, if you choose to receive or respond to email or text-messaging communications. For more information about how we may use your information with Constant Contact and the information that may be collected through our email campaigns, see Constant Contact's Customer Data Notice available at https://www.constantcontact.com/legal/customer-contact- data-notice.

We may also share your information to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive,

or to otherwise protect our rights or the rights of third parties, or to protect the safety or security of any person or entity, or with your consent or as otherwise disclosed at the time of data collection or sharing.

Information that has been de-identified or aggregated may be used without limitation.

DIGITAL ADVERTISING & ANALYTICS
We may work with third parties that collect data about your use of our website and other sites or apps over time for non-advertising purposes. We use Google Analytics and other third-party services to improve the performance of the website and for analytics and marketing purposes. For more information about how Google Analytics collects and uses data when you use our website, visit www.google.com/policies/privacy/partners, and to opt out of Google Analytics, visit tools.google.com/dlpage/gaoptout.]

Your web browser may allow you to block or disable cookies; however, parts of our website may not function properly if you do so.

EMAIL AND TEXT MESSAGE COMMUNICATIONS
If you wish to unsubscribe from our email campaigns, please click on the "Unsubscribe" link at the bottom of any email message sent from NOVAworks. If you opt out of our email marketing, we may still send you email messages related to NOVAworks registration and services.

If you wish to stop receiving text messages from NOVAworks, reply "STOP," "QUIT," "CANCEL," or "UNSUBSCRIBE" to any text message sent from us. For more information, see our Mobile Messaging Terms and Conditions available at https://novaworks.org/documents/policies/terms-and-conditions.pdf.

UPDATING YOUR INFORMATION
You may review, change, or update your contact information by contacting NOVAworks at info@novaworks.org.

CHANGES TO THIS PRIVACY POLICY
We may update this Privacy Policy at any time. Please review it to stay current with the policies.

CONTACT INFORMATION
If you have any questions about this policy or our privacy practices, please contact us at info@novaworks.org.

Effective Date: February 1, 2023