

Thank you for visiting TRANSKI's website and reviewing our Privacy Policy Statement. TRANSKI's website provides convenient access to various information and services. In order to access some of the information and services provided by this website you'll be requested to provide specific identifying information. This Privacy Policy Statement is provided to inform you about the information that could be collected online as a result of visiting the TRANSKI's website. This Privacy Policy Statement describes what information might be obtained online, how that information will be used, and what steps are being taken to ensure the security of customer data. Your rights to privacy are of utmost importance to the TRANSKI's in building trust and confidence when conducting business through the Internet.

As mandated by *Ley Orgánica 15/1999 de Protección de Datos de Carácter Personal*, Transki will take reasonable measures to protect personal identifying information including electronic identifiers as defined in *Ley Orgánica 15/1999 de Protección de Datos de Carácter Personal* from being accessed, viewed or acquired. Disclosure of personal identifying information may be required as mandated by Spanish's public records laws.

Online Customer Service and Alternatives

TRANSKI offers many of the services online that you might otherwise transact in person. Our goal is to provide citizens with a more convenient and efficient means in which to interact with TRANSKI. If at any time you choose not to proceed with a transaction offered through the TRANSKI website, your choice will in no way affect your ability to receive benefits or services. If you prefer to apply for benefits or services in person, you may do so at an TRANSKI office.

Collection and Use of Information

The TRANSKI website does not use "cookies" to gather information during your visit. The web server that hosts the TRANSKI website does gather certain information about the visit automatically in a standard log file. This information never identifies you personally and consists of the following items:

1. The Internet domain (for example, "xcompany.com" if you use a private Internet access account, or "yourschool.edu" if you connect from a university's domain) from which you access the web site.
2. The IP address (an IP address is a number that is automatically assigned to your computer whenever you are surfing the web) from which you access the website.
3. The software type and version you use to access the website.
4. The date and time of your access.

TRANSKI uses this information to gather statistics about the amount of use the site receives. Again, we do not automatically record information about you as an individual. This information is not shared, sold, or otherwise disseminated by TRANSKI.

Although the TRANSKI website does not currently use cookies, future releases will necessitate their use along with other session enhancement methods. These will be thoroughly evaluated in order to determine their benefit to both the client and the service provider before being implemented. This privacy statement will also be updated to describe exactly what information is being collected and how to disable or refuse cookies.

Information You Provide

Information collected from an application submitted online will be treated in the same manner as the information collected from an application submitted on a hard copy to the TRANSKI. The information you disclose to TRANSKI will generally become a matter of public record pursuant to *Spanish law (as above), et seq.*, which means that the agency may be required to divulge certain information in response to a public records request or in response to a warrant, subpoena, or other court order.

The TRANSKI website may require that you enter personal information (e.g., your name, home address, physical description, e-mail address, birth date, and/or social security number) when applying for certain benefits and services described on this web site. These utilities provide the agency with a means to obtain specific information or to facilitate a specific functional requirement of the online transaction being requested.

Please be assured that your personal information will be held in strictest confidence while TRANSKI processes your online transaction and it will not be shared, sold, or otherwise disseminated to any outside person or entity, except as required or authorized by law.

If you have further questions regarding how TRANSKI will use the information you submit online, please contact TRANSKI.

Access/Accuracy

To the extent that you have provided personal information, the TRANSKI needs to maintain accurate information about you and the benefits/services that you may be applying for and/or personal inquiries. TRANSKI provides a means of contact on its website either by email, mail or phone should you need to update or correct such personal information. TRANSKI will make reasonable and prudent efforts to incorporate your changes as soon as possible.

Third Party Disclosure

Third party organizations contracted with TRANSKI may provide certain services available on the behalf of TRANSKI. Personal information collected through the web portal and/or over-the-counter may be provided to third party service providers to help the state deliver benefits and services. The state will take prudent steps to ensure that third-party organizations are obligated to secure and protect personal information on TRANSKI behalf.

Information Collected from Children

Children. Our Site is a general audience site that is not designed nor intended to collect personal information from children under the age of 13. To respect the privacy of children, children under the age of 13 should not provide any personal information on this Site. We ask that parents supervise their children while online.

Notwithstanding any preference that you select, we may contact you from time to time to provide services that you have requested or for customer service matters, such as responding to service-related inquiries, updating our policies, or notifying you of changes to existing services.

Systems and Network Security

TRANSKI and its consultants, as developer and manager of the TRANSKI website, have taken several steps to safeguard the integrity of its computer systems and networks. These steps include, but are not limited to individual authentication, the security of transmitted data, security monitoring, auditing, and encryption of your information. Security methods and measures have been integrated into the design, implementation and day-to-day practices of the entire TRANSKI website.

Other External Links Disclaimer

The TRANSKI website contains links to various other websites operated by other government agencies, nonprofit organizations and private businesses. When you link to another site, you are no longer on the TRANSKI website and this Privacy Statement will not apply to other sites. When you link to another website, you are subject to the privacy policy of that new site. Links to websites outside of TRANSKI are offered solely for your convenience. TRANSKI is not responsible for and has no control over the policies or content of any third-party websites.

Neither TRANSKI, nor any agency, officer, employee, or contractor of TRANSKI warrants the accuracy, reliability, or timeliness of any information published by this system, nor endorses any content, viewpoints, products, or services linked from this system, and shall

not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such information may be inaccurate or outdated. Any person or entity that relies on any information obtained from this system does so at his or her own risk.

Privacy Policy Statement Is Subject To Change

This policy may be updated or revised from time to time, so please check back with TRANSKI periodically in order to receive advance notice of any substantive changes to the manner in which the information you disclose on this website may be collected, used, or disseminated.

Contact Information

To offer comments about this Privacy Policy, contact Transki, SL at:

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