

OPERATING ENGINEERS LOCAL 649 APPRENTICESHIP TRUST FUND

Privacy Policy

Effective Date: April 25, 2025

This Privacy Policy explains how the **Operating Engineers Local 649 Apprenticeship Trust Fund** (“we,” “our,” or “us”) collects, uses, discloses, and protects the personal information of visitors and registered users (“you” or “your”) of our website, located at <https://iuoe649training.org/> (“Website”).

This website is designed and maintained by Cybernautic, a third-party web development company, under our direction.

Information We Collect

We collect personal information in two main ways:

- Information You Provide to Us

When you use our Website, especially when you register or log in as an apprentice, we may collect personally identifiable information, including, but not limited to:

- Full Name
- Email Address
- Phone Number
- Date of Birth
- Address
- Union Membership Details
- Training and Apprenticeship Progress
- Login credentials (username and encrypted password)

- Information Collected Automatically

When you access our Website, we may collect certain information automatically through cookies and similar technologies, including, but not limited to:

- IP Address
- Browser type and device information
- Pages visited and time spent
- Login times and user interactions

How We Use Your Information

We use your personal information to:

- Verify your identity and provide access to apprentice-specific features.
- Track and report your apprenticeship progress and training requirements.
- Communicate with you regarding your apprenticeship, important updates, and scheduling.
- Maintain the security and integrity of our Website and systems.
- Improve our services and user experience.

Sharing of Information

We do not sell your personal information. We may share your data only under the following conditions:

- With Cybernautic, our web development partner, for the purpose of maintaining and securing the Website under contractual confidentiality obligations.
- With third-party service providers strictly for operational purposes.
- With regulatory bodies, union leadership, or authorized training partners as required by program standards or applicable law.

Cookies and Tracking Technologies

We may also use cookies and similar tracking technologies (e.g., *Google Analytics and pixels*) to access or store information. Cookies are files with small amount of data that is commonly used an

anonymous unique identifier. These are sent to your browser from the website that you visit and are stored on your computer's hard drive. Our website uses these "cookies" to analyzing trends, administering the site, tracking users' movement on the website, and gathering demographic information.

Data Security

We take reasonable and appropriate measures to protect your personal information from unauthorized access, use, or disclosure. This includes using password-protected logins, firewalls, and secure data storage. However, please keep in mind that no method of transmission over the internet, or method of electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security.

Cybernautic follows industry standards in the development and maintenance of the site.

Your Rights

Depending on your location, you may have rights to:

- Access and correct your personal data.
- Request deletion of your account and associated data.
- Opt out of certain data uses, such as communications or non-essential cookies.
- Please contact us to make such requests.

Third-Party Links

Our Website may contain links to external websites not operated by us or Cybernautic. Accordingly, we recommend that you to review the Privacy Policy of these websites. We are not responsible for the privacy practices of those websites.

Children's Privacy

Our website is not intended for anyone under the age of 13. We do not knowingly collect personal identifiable information from children under 13. In the case we discover that a child under 13 has provided us with personal information, we immediately delete this from our servers. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us immediately.

Updates to This Policy

We may update this Privacy Policy periodically. Changes will be posted on this page. Unless otherwise specified, any changes are effective immediately upon posting. Your continued use of the Website constitutes acceptance of any changes.

Contact Us

If you have any questions or concerns about this Privacy Policy or your data, please contact:

Apprenticeship Coordinator
7121 W. Schoolhouse Road
Bartonville, Illinois 61607
Telephone - (309)697-1357