



## Virginia Judiciary HAWKS Recruitment System OES Privacy Policy

The Supreme Court of Virginia, Office of the Executive Secretary (“OES”), will request some information from you and automatically collect information about your use of the Virginia Judiciary HAWKS Recruitment System. This Privacy Policy describes what personal information OES may collect from you, and how that information may be used.

### **I. PERSONAL INFORMATION OES COLLECTS FROM YOU**

OES collects and processes the following personal information about you:

- ☐ Information, including, but not limited to your name, address, email address and telephone number that you provide when registering for or using the Virginia Judiciary HAWKS Recruitment System; and
- ☐ Communications you send to us, for example, to apply for jobs, report a problem or to submit queries, concerns or comments regarding the Virginia Judiciary HAWKS Recruitment System.

### **II. USES MADE OF YOUR PERSONAL INFORMATION**

OES may use the personal information you provide to:

- ☐ enable it to process your employment applications and to provide you with the services and information offered through the Virginia Judiciary HAWKS Recruitment System;
- ☐ contact you to conduct user surveys; and
- ☐ improve the delivery of information and services by OES.

### **III. NON-PERSONALLY IDENTIFIABLE INFORMATION**

When you use the Virginia Judiciary HAWKS Recruitment System, OES automatically collects information, such as which operating system and browser you use to access the system. The Virginia Judiciary HAWKS Recruitment System may also collect nonpersonally identifiable information to identify the user for purposes such as user preferences and personalization.

OES may use any of the information referred to in this section to:

- ☐ administer the Virginia Judiciary HAWKS Recruitment System and assist in diagnosing technical problems;



- ☐ identify new and returning users of the Virginia Judiciary HAWKS Recruitment System;
- ☐ estimate audience size and use patterns;
- ☐ assist in improving and updating the Virginia Judiciary HAWKS Recruitment System; and
- ☐ assist in improving and developing services.

#### **IV. INFORMATION SHARING**

OES may disclose aggregate statistics about users of the Virginia Judiciary HAWKS Recruitment System in order to describe or evaluate its services.

OES may disclose personal information if required to do so by law or to address a particular complaint, or if it believes that such action is necessary to prevent fraud or any other crime or to protect OES or the rights, property or personal safety of any person.

Your Internet Service Provider (ISP) may have access to your communications between your equipment and the Virginia Judiciary HAWKS Recruitment System. For information regarding your ISP's treatment of your information, please consult your ISP about its privacy policies.

#### **V. EXTERNAL LINKS**

The Virginia Judiciary HAWKS Recruitment System may contain links to external websites. OES is not responsible for the privacy policies or the content of such sites.

#### **VI. SECURITY**

OES places great importance on the security of all personally identifiable information associated with its users. Security measures are in place to attempt to protect against the loss, misuse and alteration of personal information under our control. For example, the security and privacy policies are periodically reviewed and enhanced as necessary and only authorized personnel have access to personal information. Although OES cannot guarantee that loss, misuse or alteration of information will never occur; it uses reasonable efforts to prevent it. By using the Virginia Judiciary HAWKS Recruitment System, you acknowledge that OES cannot guarantee the security of your personal information.

PLEASE TAKE NOTICE THAT ALTHOUGH THE TRANSMISSION OF DATA BETWEEN THE Virginia Judiciary HAWKS Recruitment System AND ITS SERVERS IS SECURE, OES IS NOT RESPONSIBLE FOR THE SECURITY OF YOUR PERSONAL INTERNET CONNECTION, INCLUDING ANY WIRELESS CONNECTION.



## **VII. STORAGE OF YOUR INFORMATION**

Information that you submit via the Virginia Judiciary HAWKS Recruitment System is sent to and stored on secure servers. This is necessary in order to process the information. Information submitted by you may be transferred by OES in the circumstances set out above (see Information Sharing). If the Virginia Judiciary HAWKS Recruitment System is accessed outside of the United States, the countries concerned may not have data protection laws similar to those in the United States.

## **VIII. CONTACTING US**

Please submit any questions, concerns or comments you have about this privacy policy or any requests concerning your personal data by writing to us at:

**Virginia Judiciary HAWKS Recruitment System Privacy Matters  
Office of the Executive Secretary  
Supreme Court of Virginia  
100 North Ninth Street  
Richmond, VA 23219**