

UCP Connect Privacy Policy

Privacy Notice

This privacy notice outlines the privacy practices for ucpconnect.org. It explains what information is collected, how it is used, and the measures taken to protect it. This policy applies solely to information collected through this website.

Information Collection, Use, and Sharing

We collect and store information necessary for employment, training, and internal communications. This includes information provided during hiring, ongoing employment records, and data entered by employees while using this website. Information may include phone or email contact information, personal details, work-related documents, training progress, certifications, and other employment-related records.

By providing your phone number and signing the UCP Handbook (including the Communication Authorization), you consent to receive non-promotional messages from UCP regarding information such as scheduling updates, payroll or benefits notifications, compliance and training reminders, or other work-related notices. Message frequency may vary. Standard message and data rates may apply. Help or communication consent questions can be directed to ucphr@ucpsacto.org.

When employees submit forms or access UCP Connect, the system may automatically collect technical information, such as IP address, Date, time, and type of access, and Browser or device information. This data is collected to maintain system security, verify form submissions, and ensure accurate recordkeeping.

We do not sell or rent employee data to third parties. However, information may be shared within the organization for business operations or as required by law. This website also integrates with third-party services, such as learning management systems, security tools, communication software, and HR-related platforms. These may include LearnDash LMS, FluentForms, ApproveMe, MemberPress, Uncanny Owl, H5P, DefenderPro, Google Analytics, SimpleTexting, ESI, ConstantContact, Respitrack, Paycom, and other service providers. These service providers are required to protect employee data and we encourage you to review their privacy policies.

Access, Control, and Data Retention

Employees may review or request corrections to their personal information by contacting the appropriate department. Certain employment-related data cannot be deleted due to legal and organizational requirements, such as records needed for compliance, payroll, or HR purposes.

Security and Protection of Information

We take appropriate measures to protect employee data from unauthorized access, misuse, or disclosure. Sensitive information is stored securely, and access is limited to employees and authorized personnel who require it for their job responsibilities.

This website uses encryption (https), access restrictions based on job roles, authentication controls, and other security protocols to safeguard employee information.

Employees are responsible for safeguarding their login credentials and reporting any suspicious activity to IT.

Information is also protected offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

Third-Party Access and External Links

This website may include links to external websites or services for employee resources. We are not responsible for the content or privacy practices of those external sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Additionally, authorized third-party developers and IT service providers may have access to certain data as part of maintenance, support, or system enhancements, and they are bound by confidentiality and security agreements.

Policy Updates

This privacy policy may be updated as needed to reflect changes in technology, legal requirements, or internal practices.

For any questions regarding this policy, please contact ucphr@ucpsacto.org.