

Privacy & Security Policy

Public Works Standards, Inc., publisher of the Standard Specifications for Public Works Construction (Greenbook), the Standard Plans for Public Works Construction and the Work Area Traffic Control Handbook (WATCH Handbook), recognizes the public's concern about privacy on the Internet. This privacy statement describes how information may be collected and used depending on your activities at this website.

Information Collected and Stored Automatically

We may collect and store information for statistical purposes. For example, we may count the number of visitors to the different sections of our site to help us make them more useful. The information collected may include the name and domain of the host from which you access the Internet, the Internet Protocol (IP) address of the computer you are using or your browser software and operating system. This information should not identify you personally.

If You Send Us Personal Information

All electronic communications between us will be treated the same as any communications on paper. Collected information will not be provided to private companies for marketing purposes. However, any information provided to us may have to be disclosed under the California Public Records Act (Government Code section 6250 et seq.).

- **E-mail:**
By sending us an electronic mail message, you may be sending us personal information (e.g., your name, address, e-mail address, etc.). We may store the name and address of the requester in order to respond to the request or otherwise resolve the subject matter of your e-mail.
- **When you may be asked to provide information:**
We may ask you to provide information to us. For example, people asking about proposals being reviewed or adopted by us or one of our committees may be asked to provide their names, addresses, e-mail addresses and other pertinent information to ensure processing and delivery of the information requested. Other information may be collected at these sites through questionnaires, feedback forms, or other means, to enable us to determine a visitor's interests, with the goal of providing better service.
- **Surveys:**
From time to time, we may ask you to participate in a survey. We will only retain the information that you provide in response to the survey.
- **Changes to Personal Information:**
If the website from which you entered any information does not provide a mechanism for making changes, please feel free to [contact us](#) with your updated information.

Security

- **Personally Identifiable Information:**
We are committed to data security and the data quality of personally identifiable information that is either available from or collected by our website. We have taken reasonable precautions to protect such information from loss, misuse or alteration. We operate "secure data networks" protected by industry standard firewalls and password protection systems. Only authorized individuals have access to the information provided by our users. Sensitive information submitted by users is transmitted by Secure Socket Layer ("SSL") technology. SSL is a security technology designed to enable your browser to send to and receive information from another server in an encrypted format. Your browser's security icon, usually located in the bottom status bar of your browser window, reflects the security condition of the browser. The lock icon indicates that your browser is communicating over a secured link. All information you provide to us in this manner is stored securely, subject to

legal disclosure requirements.

- **Passwords:**

In certain instances, you may have the opportunity to receive or create a password to access or submit personal information. You should not divulge your password to anyone and we will never ask you for your password in an unsolicited phone call or e-mail. When you are finished with those applications that are password protected, you should exit the page.

- **Cookies:**

This site may use "cookies". A cookie is an identifier placed on your computer to ensure that we are not asking you the same questions every time you visit our site. If you want to browse this website without any interruptions please make sure that your browser is set to accept "cookies".

Changes of current policy

We may change this privacy policy from time to time. This document will be updated to reflect new changes.

If you have any questions about this policy, please [E-mail us](#).

Last update: Rev.1.0, 12/12/05.