POLA Website Privacy Policy

The purpose of this statement is to define the Port of Los Angeles' (POLA or Port) policy with regards to the collection and use of personally identifiable information (PII - any information relating to an identified or identifiable individual who is the subject of the information).   The following discloses our information gathering and dissemination practices for this Site: **http://www.portoflosangeles.org/** and all that encompasses its pages.

Information Collected:

POLA collects two kinds of user information, only from persons above the age of 13 and collects no personal information from minors:

Anonymous information

Information that does not identify specific individuals and is automatically transmitted by your browser. This information can consist of:

- The URL (Uniform Resource Locator or address) of the web page you previously visited

- The domain names and/or IP addresses which are numbers that are automatically assigned to your computer whenever you are connected to the Internet or World Wide Web

- The browser version you are using to access the site

This information is used to help diagnose problems, administer and improve our web site. None of the information can be linked to any individual.

Personally Identifiable Information (PII)

When registering for a newsletter, eAlert or requesting more information from our website, you are required to provide contact information (such as first and last name, address, email address and company name). We use this information to respond to your information requests or contact you about the services on our site in which you have expressed interest.

POLA will make every reasonable effort to protect your privacy. It restricts access to your personal identifiable information to those employees that will respond to your request. POLA does not intentionally disclose any personal information about our users to any third parties inside or outside POLA except as required by law.

POLA only collects personally identifiable information that is required to provide service. You can decline to provide us with any personal information on any site on the Internet at any time. However, if you should choose to withhold requested information, we may not be able to provide you with the online services dependent upon the collection of that information.

The information POLA collects is used to improve the content of the Site, to notify consumers about updates to the Site, to respond to requests for information, and send newsletters. The information gathered is not shared with third parties for commercial purposes.

POLA does not accept credit cards in payment or collect credit card information.

Access to Personally Identifiable Information

Access to personally identifiable information in public records at state and local levels of government in Los Angeles is controlled primarily by the California Public Records Act (Government Code Section 6250, et seq.). Information that is generally available under the Public Records Act may be posted for electronic access through POLA's web site. While the Public Records Act sets the general policies for access to POLA records, other sections of California code as well as federal laws also deal with confidentiality issues.

E-mail Addresses

E-mail addresses obtained through the web site will not be sold or given to other private companies for marketing purposes. The information collected is subject to the access and confidentiality provisions of the Public Records Act, other applicable sections of the California code as well as federal laws. E-mail or other information requests sent to POLA web site may be maintained in order to respond to the request, forward that request to the appropriate agency within POLA, communicate updates to POLA page that may be of interest to citizens, or to provide POLA web designer with valuable customer feedback to assist in improving the site. Individuals can cancel any communications regarding new service updates at any time.

Cookies

Some POLA applications may use "cookies." A cookie is a small data file that certain web sites write to your hard drive when you visit them. A cookie file can contain information such as a user id that the site uses to track the pages you have visited. But the only personal information a cookie can contain is information you supply yourself. A cookie is only a text file and cannot read data off your hard disk or read cookie files created by other sites. Cookies can track user traffic patterns, recognize your computer's browser when you return, and could provide personalized content without requiring sign-in.

You can refuse cookies by turning them off in your browser. However, they may be required to use some of the web applications on POLA's site.

Security

POLA is committed to data security and the data quality of personally identifiable information that is either available from or collected by our web site and has taken reasonable precautions to protect such information from loss, misuse or alteration.

POLA operates "secure data networks" protected by industry standard firewalls and password protection systems. Only authorized individuals have access to the information provided by our users.

Access to Your Information

Unless otherwise prohibited by state or federal law, rule or regulation you will be granted the ability to access and correct any personally identifiable information. We will take reasonable steps to verify your identity before granting access to review or make corrections to your information. Each City service that collects personally identifiable information will allow for review and update of that information. See individual requests for information for specifics.

eAlerts

Through http://www.portoflosangeles.org/contact/alerts.asp, POLA provides users with the opportunity to subscribe to various eAlerts. These eAlerts provide updates about POLA such as Board meeting agendas, cargo updates, news alerts, public notices for public hearings/community meetings, environmental notices, and newsletters. These eAlerts are only sent to users who have specifically signed up and opted-in to these services.

Access to Opt Out

If your personal information changes, or if you no longer desire eAlerts, you may correct, update, delete or deactivate it in one of three ways.

1. By going to: http://www.portoflosangeles.org/contact/alerts.asp and clicking on the UNSUBSCRIBE button

2. By emailing our Media Relations Division at: polanews@portla.org

3. Or by contacting us by telephone or postal mail at the contact information listed below.

Port of Los Angeles
Media Relations
425 South Palos Verdes Street
San Pedro, CA, USA
Tel: (310) 732-0430
Fax: (310) 547-4611
e-mail: polanews@portla.org

Upon request, POLA will allow any user to "opt out" of further promotional contacts at any time. Additionally, upon request, POLA will use reasonable efforts to allow users to update or correct personal information previously submitted which the user states is erroneous. Users will receive a response from POLA within 30 days of submitting their request.

Non-City Web Sites

Non-city web sites may be linked through POLA's web site. Many non-city sites may or may not be subject to the Public Records Act and may or may not be subject to other sections of California Code or federal law. Visitors to such sites are advised to check the privacy statements of such sites and to be cautious about providing personally identifiable information without a clear understanding of how the information will be used. Visitors may also wish to consult privacy guidelines such as those recommended by the Online Privacy Alliance (http://www.privacyalliance.org/resources/ppguidelines.shtml).

Forms

The Port's website provides forms in PDF format, such as Application for Vending, that are stand alone and any information entered is NOT collected by the Port's website. The forms are intended to be filled out, saved on the applicant's computer (if desired), printed and mailed to the Port.

How to Contact Us

If you have any questions or concerns about this privacy policy, please send us an email at webmaster@portla.org.

Date last modified: January 12, 2012