

Effective Date: April 1, 2025

Privacy Notice: MiCareerCompass

Purpose: This Privacy Notice for the MiCareerCompass program (the "Program") describes how Talent First, Inc. and its affiliates ("Grantee" or "We") collect, use, disclose and otherwise process personal information in relation to your use of the Program. By agreeing to this Privacy Notice and/or utilizing the Program, you acknowledge that you understand and agree to this Privacy Notice and expressly consent to the processing of your personal information according to this Privacy Notice.

Personal Information We Collect: When you use the Program, we may collect the following types of personal information from you:

- Full Name
- Contact information, including telephone number and email address
- Age and Age Category
- Gender
- Veteran Status
- Ethnicity and Race
- Services Provided (including funding sources)
- Enrollment status and program name
- Employment status and wage information

How We Use Personal Information We Collect:

We may process the personal information collected under this Privacy Notice for the following purposes:

- To assess program performance, report to funding entities, and track educational and employment outcomes.
- As required for Grantee to meet its monitoring and reporting obligations in accordance with applicable grant requirements.
- To deliver the Program to you.
- To help maintain the safety, security, and integrity of the Program.
- To test, research, analyze use of the Program to develop and improve the Program and related services.
- To carry out our obligations and enforce our rights under the law.
- To respond to requests from law enforcement and as required by applicable law, court order, or governmental regulations.
- To evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal information held by us is among the assets transferred.

Confidentiality and Safeguarding Personal Information: The Grantee will take reasonable precautions to protect personal information as required under applicable federal and state regulations

Disclosure of Personal Information: We may disclose your personal information to the following entities related to your use of the Program:

- educational institutions,
- employers,
- community-based organizations, and
- funding agencies.

Authorization for Wage Record Data Access (if receiving services through West Michigan Works!): I authorize West Michigan Works! to obtain information from the Michigan Workforce Development Agency regarding wages I earned prior to my application for employment and training services. The source of this information is wage record data reported by my employer(s) to the State of Michigan. This information will be used by the Michigan Works! Agency to assess the effectiveness of services I receive from Michigan's Workforce Development system.

Changes to the Privacy Notice: We may update this Privacy Notice from time to time. The date the Privacy Notice was last revised is identified at the top of the page. Please review this Privacy Notice regularly to ensure you are aware of the most recent notice. Continued use of the Program is acknowledgement that you have read and agreed to the most recent Privacy Notice.

Contact Information:

For questions regarding this Privacy Policy or to request to be removed from our mailing list, you may contact us at any of the following addresses.

Email:

info@talentfirst.net

Address:

833 Kenmoor Ave SE Suite B
Grand Rapids, MI 49546

Phone:

616-871-2450