



WEBSITE PRIVACY STATEMENT

Lakeshore Community Services, Inc. (LCS) cares about your privacy and wants you to be familiar with how we collect, use, and disclose data. This Privacy Statement covers the collection, use, and disclosure of data collected. This Privacy Statement also describes your legal rights in relation to such data.

Please note that this Privacy Statement addresses the data collection and handling practices associated with this Site only. Additionally, LCS services may be subject to their own statements specific to the service. We encourage you to review this privacy statement to understand how LCS services use data.

By using this Site, you are subject to the terms and conditions of this Privacy Statement. Please note that the data you provide through our Careers tab is governed by our [Careers Privacy Statement](#), which contains additional information intended specifically for job applicants.

DATA COLLECTION

We collect or obtain data relating to you in a variety of ways, as described below. Such data may include personal data, i.e., information that alone or in combination with other information identifies you as an individual or can be reasonably linked to your identity.

Data You Provide: When you submit questions, request information, or give us feedback via this Site, we may ask you for data, like your name, postal address, telephone number, and email address so we can respond or follow up. We may also ask you to provide other data relevant to your question, request, or feedback, such as your geographical location, and preferred contact method.

You may also make requests through this Site to exercise your individual rights under applicable privacy laws. We will collect and maintain data related to such requests to respond to you and for our audit and legal compliance purposes.

We generally do not seek data that may be considered “special” or “sensitive” personal data except if applying for a job position (e.g., government-issued identification numbers or information related to an individual’s health, or criminal background) from visitors of

this Site (see our Careers Privacy Statement). If you voluntarily share with us or post/upload any “special” or “sensitive” personal data to this Site for any other reason, you consent that we may use such data in accordance with applicable law and this Privacy Statement.

Data Collected from your Use of this Site: We automatically receive certain data about the computer or device you are using when you visit this Site, including: your Internet Protocol (IP) address; information about the browser or type of device you are using; data collected through cookies, pixel tags, and other similar technologies; the date and time of your visit; and the web page you visited immediately prior to visiting this Site. We also collect data about videos or other content you view on this Site, like the type and name of the content and the time viewed.

DATA USE

We use data about you for the purpose(s) for which it was collected or provided to us or otherwise obvious from the context of collection. We may also use data to:

- Administer and manage this Site, communicate with you about this Site, process your request for information, or otherwise complete a transaction or service your request or authorize.
- Customize or personalize your user experience and the content we deliver to you, including to provide you with content that is more relevant to you.
- Carry out our internal business purposes, such as corporate transactions, audits, and data analysis; conduct research and analytics about your use of this Site and interaction with us; develop new products; improve this Site and our existing products and services; identify usage trends; assess the performance of our advertisements; optimize our advertising campaigns; and determine the effectiveness of our communications.
- Comply with applicable law and/or respond to requests and communications from law enforcement authorities or other government officials.

We will never use your personal data to advertise, promote, or market third-party goods or services to you. Additionally, we will not license or publish any of your personal data. We do not and will not sell any personal data to third parties for their own commercial use.

BASIS FOR PROCESSING PERSONAL DATA

Applicable law requires us to set out in this Privacy Statement the legal basis upon which we rely to process personal data.

Consent: We may rely on the consent that you provide us at the point of data collection or disclosure to us to process such data for the purposes outlined herein.

Legitimate interests: We may rely on our legitimate interests to process your personal data, provided that our interests are not overridden by your interests, fundamental rights, or freedoms. We may process your personal data in reliance on a legitimate interest in the effective and lawful operation of this Site and our businesses, as well as the effective delivery of information and services to you.

Compliance with legal obligations: We may process your personal data if necessary for us to comply with a legal obligation arising under an applicable law to which we are subject.

If you have questions or concerns about the legal basis upon which we collect and use your personal data, you can contact us at IT.department@lakeshorecs.org.

DISCLOSURES OF PERSONAL DATA

In connection with one or more of the purposes outlined in the “[Data Use](#)” section above, we may disclose your data to:

- Third parties that provide services to us, such as system hosting, management, and support; data analysis; facilitation of advertisements; data backup; and data security and storage services.
- Relevant third parties as part of a corporate transaction, such as a reorganization, merger, sale, joint venture, assignment, transfer, or other disposition of all or any portion of our business, assets, or stock (including in connection with a bankruptcy or similar proceeding);
- Competent governmental and public authorities, in each case to comply with legal or regulatory obligations or requests; and
- Other third parties as we believe necessary or appropriate: (a) under applicable law; (b) to comply with legal process; (c) to enforce our terms and conditions; (d) to protect our operations and those of any of our affiliates; (e) to protect our rights, privacy, safety, or property, and/or those of our affiliates, you, or others; and (f) to allow us to pursue available remedies or limit damages that we may sustain.

In addition, this Site may contain content and plugins from social media platforms, like Facebook (“Like” button), Twitter (“Share to Twitter”), LinkedIn, and others. These plugins allow you to share information from this Site to your timeline or account. When you connect to these services, the third parties may store and/or access data (including using cookies and other similar technologies) over which we do not have control. If you are logged into one of your social media accounts while visiting a webpage on this Site that contains a social media plugin, the social media plugin may allow the relevant social media platform to receive information that you visited this Site and link it to your social media account. We do not control these third-party platforms, and information collected is governed by the privacy statement of the third party that provides the relevant platform. We encourage you to review these platforms’ privacy statements for more information.

COOKIES AND OTHER INTERNET TECHNOLOGIES

This Site uses cookies (i.e., small text files placed on your device) and similar technologies (e.g., pixels and pixel tags, ad tags, clear GIFs, and JavaScript) – including cookies and technologies from third-party providers – to enable certain features and functionality and to collect additional information that helps us to improve this Site and our services. This Site may use session cookies (which expire when you close your browser) and persistent cookies (which remain on your device after you close your browser until you delete them, or they expire). We use these technologies for security purposes, to help you navigate this Site, to display information more effectively, to better serve you with tailored information on this Site, and to gather statistical information about how visitors use this Site to continually improve its design and functions.

If you do not want data to be collected from your device via cookies, most browsers have a setting that allows you to decline the use of cookies. Some features of this Site may not work properly if you decline the use of cookies. To learn more about cookies, please visit <https://www.allaboutcookies.org/>

Google Analytics: We use Google Analytics, a web analytics tool that may set cookies in your browser, to help us understand how visitors engage with this Site. To learn more about Google Analytics’ data practices, please visit <https://support.google.com/analytics/answer/6004245?hl=en>. For opt-out options specific to Google Analytics, please visit <https://tools.google.com/dlpage/gaoptout>.

Other third-party cookies and technologies. We also enable third-party cookies and other similar technologies to collect or receive data from this Site and elsewhere for use

in advertising, including for the purposes of serving advertisements targeted to users' interests, retargeting visitors to this Site, conversion tracking (i.e., tracking the actions users take after viewing or engaging with our advertisements), measuring ad effectiveness, and ensuring that you do not see the same ad repeatedly. These cookies and similar technologies collect data about your browsing habits and online behavior, including across different browsers and devices used by you, to serve advertisements that may be of interest to you.

Third parties may also use data about your use of this Site to help target non-Lakeshore Community Services, Inc. advertisements based on your online behavior and/or interests in general. Data collected generally includes actions you take on this Site (e.g., URL, previous website visited), device and browser data (e.g., IP address, operating system, browser type), timestamp, and events (e.g., page views). In some cases, this data is connected to your social network ID. Please note that LCS is not responsible for practices by such third parties, and those practices are subject to those companies' own policies.

You may use industry platforms to opt out of interest-based advertising. To learn more about opting out of receiving interest-based advertisements and how to exercise your options, please visit: <https://optout.aboutads.info> and www.networkadvertising.org/choices. These tools use cookies to record and implement your preferences. If you disable or delete cookies on your device after using these tools, you will need to complete the opt-out process again.

THIRD-PARTY WEBSITES

This Privacy Statement does not address, and we are not responsible for, the privacy practices of any third parties, including those that operate websites to which this Site links. The inclusion of a link on this Site does not imply that we or our affiliates endorse the practices of the linked website.

DATA SECURITY

We use reasonable organizational, technical, and administrative measures to protect data under our control. Unfortunately, no data transmission over the internet or data storage system can be guaranteed to be 100% secure. If you feel that the security of any data that we hold about you has been compromised, please immediately notify us of the problem by contacting us in accordance with the ["Contact Us"](#) section below.

DO NOT TRACK SIGNALS

“Do Not Track” (“DNT”) is a preference you can set in your web browser to let the websites you visit know that you do not want them collecting data about you. Currently, this Site does not respond to DNT or similar signals. Please refer to the [“Cookies and Other Internet Technologies”](#) section of this Privacy Statement for more information about how you can decline the use of cookies on your device.

DATA RETENTION

We will retain your personal data only for those periods necessary to fulfill the various purposes outlined in this Privacy Statement unless a longer retention period is required or allowed by law.

UPDATES TO THIS PRIVACY STATEMENT

We may make changes to this Privacy Statement from time to time. The “Effective Date” at the bottom of this document shows when this Privacy Statement was last revised. Any changes will become effective when we post a revised version of this Privacy Statement on this Site. Your use of this Site is subject to the terms in the version of this Privacy Statement that is posted on this Site at the time of your visit. We encourage you to review this Privacy Statement periodically to remain informed about how we are protecting your data.

CONTACT US

If you have any comments or questions regarding this Privacy Statement or our data handling practices, please contact us at IT.Department@lakeshorecs.org.

You can also send us a letter at the following address:

Lakeshore Community Services, Inc.
Attn: IT Officer
W.26th Street
Erie, PA 16508



Careers Privacy Statement

Effective Date: August 2022

Please read this Statement carefully. By submitting application information on this website, you acknowledge Lakeshore Community Services, Inc. (LCS)'s collection and use of Applicant Data as described below. Data about you that we receive from you or others in connection with your application is referred to in this Privacy Statement as "Applicant Data." Applicant Data may include Personal Data, which means any information relating to an identified or identifiable person.

1. About Lakeshore Community Services (LCS)

Lakeshore Community Services, Inc. was established in 1986 as a 501(c) (3) private non-profit organization. Lakeshore Community Services, Inc. provides residential care for persons with intellectual disabilities. The agency has since expanded its efforts to include supports for persons with serious and persistent mental illness. Lakeshore Community Services espouses the belief that all individuals, regardless of the presence or severity of a mental disability, are capable of continuing development. Lakeshore Community Services is dedicated to enhancing the personal dignity, health, safety, and social well-being of persons with disabilities. For more information, visit www.lakeshoreecs.org.

2. Data controllers

The practices described in this Privacy Statement are undertaken by LCS. As the controller of the Personal Data that you provide or that we process in connection with this site and your application, we are committed to protecting your privacy. If you have

any questions about LCS as a data controller, please contact us as described in the “Contact Us” section below.

3. Data collection.

Submission of your application and related Applicant Data is entirely voluntary. As part of the application process, LCS may collect the following data about you:

- *Data you submit.* As part of the application process – either initially or after we have made you an offer of employment – you may submit your name, address, telephone number, email address, date of birth, social security or other national identification number, gender, current occupation, income, details about your education history, and other data included on employment related documents such as your resume or CV.
- *Data from third party sources.*
 - LCS may collect certain additional data either directly from you or from third parties (e.g., through background checks, where allowed by local law) if LCS is considering your application or extends an offer of employment. In some countries a background check will be requested before an offer is finalized. Your consent will be requested separately for background screening in accordance with applicable law.
 - LCS may carry out education/degree verification and reference checks but will only call former employers with your consent. These checks will be strictly limited to educational and professional information.
 - LCS may also carry out social media checks on profiles that are publicly viewable but only to the extent relevant for the performance of the job for which you are being considered.
- *Data collected automatically.* We may automatically collect information about your device through your use of our site including Internet Protocol address,

browser type, time, and date of your visit to the site, and the webpage you visited immediately prior to this site.

- *Data collected via Cookies.* We may use cookie technology to facilitate your use of our online employment application tools. The cookies on this site are used solely to facilitate your online experience and are not used to make employment-related decisions. You may choose to modify your Internet browser settings to decline our cookies, but that may hinder or prevent your use of our online employment application tools.

4. Assessment activities

As part of your application, we may also ask you to participate in supplemental assessment activities for us to further evaluate your qualifications for the role to which you apply. Information shared with LCS by our service providers when you access their services as part of the hiring process is considered Applicant Data and will be treated by LCS in accordance with this Career Privacy Statement. Please also review the Privacy Statements of our service providers to understand their data processing practices.

5. Use of applicant data

LCS may use Applicant Data to communicate with you in writing, by telephone or via email to evaluate your application, analyze LCS staffing needs and practices, or otherwise efficiently manage the LCS hiring process and employee administration. We may combine Applicant Data with research tools and data from other sources as indicated in the “Data Collection” section of this Statement.

6. Legal basis for processing

Depending on your jurisdiction, local law may require us to state a legal basis for processing the Personal Data we collect about you in connection with this site. We will process the information you submit as part of your job application based on our

legitimate interests, or the legitimate interests of certain third parties, provided that such processing shall not outweigh your rights and freedoms. We will process your personal data in reliance on a legitimate interest in order to carry out the job application process, as well as the effective and lawful operation of this site. We may have other legitimate interests and, if so, we will make clear what those interests are at the relevant point in time. By applying for employment, you acknowledge LCS's processing of your Personal Data for the purposes described in this Statement. To the extent that we process any sensitive personal data relating to you, we will do so because either: (a) you have given us your explicit consent to process the information; (b) the processing is necessary for the establishment, exercise, or defense of legal claims; or (c) you have made the information manifestly public. In circumstances where we require your consent, we will notify you about the purposes and scope of processing of your Personal Data, and we will be processing your Personal Data based on the legal grounds of your explicit consent.

7. Right to access personal data

You may access and correct your Applicant Tracking System Data during the application process by logging into our recruitment platform and updating it. You may contact LCS at any time to request to see the information we hold about you, to request that it be corrected or updated, to request the details of parties to whom it has been made available or withdraw your consent for us to process your data. If you would like to review, correct, update, suppress or otherwise limit our use of your Applicant/Personal Data, withdraw any consent you have given us to process your Applicant/Personal Data on the application you submitted, or have further questions about how we use your Applicant/Personal Data collected during the application process please contact us. If you contact us as described below under Contact Us, we will make reasonable efforts to identify any data relating to you to act on your request. If you believe LCS has not complied with privacy laws or the terms of this Statement, you

may lodge a complaint with LCS Privacy Officer by emailing IT.department@lakeshorecs.org.

8. When we share applicant data

- *With LCS employees or recruiters.* Applicant Data is controlled primarily (but not exclusively) by LCS Human Resources Department staff and may be stored electronically or in hard copy. Other staff involved in hiring or information management also may have access to some or all Applicant Data, including senior management.
- *With Third-Party Service Providers.* We will share Applicant Data with third parties that provide services to us, such as (but not limited to) HR recruiting software, ability testing, virtual video interviewing, website hosting, data analysis, infrastructure, IT services, customer service, email delivery, and auditing.
- *As required by law or regulatory authorities.* We may from time to time make Applicant Data available to legal and regulatory authorities (such as labor and tax authorities), to our accountants, auditors, lawyers, and other outside professional advisers. We also may disclose Applicant Data to any third party when disclosure is required by law, or as needed to permit us to exercise our legal rights, act regarding illegal activities, or to protect the safety of any person.

9. Retention of applicant data

We may store Applicant Data for as long as needed for the purposes indicated in this Privacy Statement (including for the purpose of considering whether your skills are suitable for other opportunities within LCS). In any event, we will not retain your Applicant Data longer than permitted by local law from the date of collection unless you become employed by LCS, in which case a different retention period may apply. Records not specifically designated as Applicant Data may have different retention periods (e.g., email server records of emails received or sent).

10. Children

This site is not designed for or intentionally targeted at children under the age of 18, and we do not knowingly collect application Personal Data about anyone under the age of 18. If we become aware that we have collected Personal Data relating to a child, we will take reasonable steps to delete it.

11. Updates to this applicant privacy statement

This Privacy Statement replaces any other statement, whether written or oral, made to you about our practices with respect to LCS's collection and use of Applicant personal data.

Contact Us

If you have any comments or questions regarding this Privacy Statement, please contact us at IT.department@lakeshorecs.org.

You may also send us a letter at the following addresses:

Lakeshore Community Services, Inc.

Attn: IT Officer

1350 W.26th St.

Erie, PA 16508