Purdue Cyber Apprenticeship Program Privacy Notice

Thank you for visiting the P-CAP Portal, which is operated by the Purdue University Polytechnic Institute, and exists to further the mission of Purdue University. Your access to and use of this P-CAP PORTAL is subject to the following Privacy Notice. We are committed to protecting your personal information and being transparent about what information is held and how it is used.

We understand your concerns about privacy and assure you that we take privacy matters seriously. Therefore, we are providing this Privacy Notice to explain our online information practices and the choices you can make about the way your information, including your Personally Identifiable Information, is collected and used. If you have questions regarding this Privacy Notice, you may direct them to Rick Evans, P-CAP Managing Director rdevans@purdue.edu.

By submitting information to us and/or by using our P-CAP Portal you give your consent that all information that you submit, including your Personally Identifiable Information, may be processed as described herein. If you do not agree to be bound by this Privacy Notice, you may choose to not access or use this website and P-CAP program.

This policy explains our practices concerning the collection, use, and disclosure of your information. The information we collect will be used only as outlined in this Privacy Notice.

Any arrangement to share your data with a third party in support of a Purdue-approved activity will be subject to a formal agreement between the Purdue affiliate engaged in the activity and that organization to protect the security of your data. We reserve the right to review and approve all such agreements as stated in its internal Data Access and Compliance Policy.

Purdue websites may collect and use your information in different ways. Therefore, you should carefully review this privacy policy. Purdue University Polytechnic Institute is not responsible for the content of other websites or for the privacy practices of websites outside the scope of this policy.

Because internet technologies continue to evolve rapidly, we may make appropriate changes to this Privacy Notice in the future. Any such changes will be consistent with our commitment to respecting your privacy and will be clearly posted in a revised Privacy Notice.

Data We Collect and Hold

A significant proportion of the information we hold is that which you provide to us; for example, you may give us information by inputting the information into P-CAP Portal. As part of a Department of Labor-funded apprenticeship program, we are required to submit on a monthly and quarterly basis the following information:

- Full Name
- Personal Mailing Address
- Email
- Telephone Number
- Gender
- Education Level at Onset of Apprenticeship and at Conclusion
- Employment Status at Onset and Conclusion of Apprenticeship
- Indicating if Visitor and/or Apprentice Participated in Other Government Career Preparation Programs
- Employer Credit for Prior Experience and/or Training
- Wage at Onset, Progress Through and at Conclusion of Apprenticeship

NOTE: Some of this data will be collected if an employer hires you to work as an apprentice at their place of business.

Voluntary Collection

We may ask you to provide personal information voluntarily, such as through the P-CAP portal, forms or other manual input that this program or an apprenticeship employer my ask you to complete. This information is generally retained as long as you continue to maintain a relationship with us or for longer retention periods as required by law. Providing this information to us is wholly voluntary. However, not providing the requested information (or subsequently asking that the data be removed) may affect Purdue's ability to serve you or your ability to use a particular service or feature on P-CAP Portal, such as highlighting certain features for employers to identify talent* and employer supporting the career development of an apprentice through various tools this program has developed.**

Additionally, the Department of Labor is encouraging apprentices to provide the voluntary information so they may continue to provide resources and support for apprentices and apprenticeship programs across the U.S. Through Department of Labor evaluation of this data collected, reports on the success and impact of this and other apprenticeship programs will be provided to Congress for the purposes of oversight and further support. Providing the requested information indicates your consent to the collection, use, and disclosure of this information as described in this policy. Information we may request includes, but is not limited to:

- Race
- Ethnicity
- Social Security Number or Other Government ID Number
- Date of Birth
- Veteran Status
- Security Clearances*
- Prior Certifications*
- Other Personal Information*
- (Voluntary for Employers) Soft Skill Assessments*
- (Voluntary for Employers) KSA (Knowledge Skills Aptitude) Assessments for Career Development as used in the P-CAP Portal Track**

NOTE: This site will not collect information on your academic performance, like grades associated with your coursework or scores from certification exams. KSA Assessment for Career Development will be collected, but grades are not assigned, and sharing the mastery of your cybersecurity knowledge, skills, and aptitudes with employers for the purposes of your career development is strictly voluntary on your part.

Information Usage

Generally, we use the information we collect through our P-CAP Portal, although once employed as an apprentice, the employer will ask for additional information to:

- The Department of Labor has requested that Purdue University Polytechnic Institute and this program to collect both mandatory and voluntary data for the purposes of evaluating the program's impact, best practices to be shared with other apprenticeship program, shape future Department of Labor program offerings, identify additional resources and other U.S. Government program impact and support, and for the purposes of Congressional oversite of Department of Labor activities.

- The P-CAP program, Purdue University, and its affiliated providers will perform additional educational evaluation of de-identified data (meaning any information, mandatory or voluntary, that might enable a person to identify you will be removed prior to aggregating the data. This program and its data collection have been reviewed and approved by Purdue University's Institution Review Board for compliance with federal data collection and privacy laws. Go to https://www.irb.purdue.edu for review of their policies and procedures. Aggregated data will be used to provide feedback for assessment and/or improvement in this program's educational offerings, and may be published in peer-reviewed journals for the purposes of informing others on the best practices and impact of the educational components of this program.

Information Sharing

We may share aggregate, non-personally identifiable information with other entities or organizations. We may share personally identifiable information with other entities or organizations, such as agents or contractors, under the following circumstances to:

- To assist in providing support for our internal operations
- When legally required to do so, at the request of governmental authorities investigating, to verify or enforce compliance with the policies governing our P-CAP Portal and applicable laws, or to protect against misuse or unauthorized use of our website

We may provide your personally identifiable information to:

- Purdue University units/departments/schools
- Employers participating in the Purdue Cyber Apprenticeship program
- Department of Labor
- Other educational partners providing, if applicable, general education of associate degrees and/or college credit
- Cyber range vendor for purposes of laboratory exercises and KSA assessments
- Purdue Leadership Academy vendor providing portal support

Contact Information

If you have questions or concerns about this policy, please contact us.

Rick Evans, P-CAP Managing Director reevans@purdue.edu

If you feel as though this site's privacy practices differ from the information stated, you may contact us at the listed address.