

# NJDCA PRIVACY NOTICE

## Overview

The New Jersey Department of Community Affairs (NJDCA or Department) takes your privacy seriously. We collect only the personal information that you provide to us and ask you to provide only the information we need to complete the business you may have with our Department. This Privacy Notice summarizes how information from website visitors to NJDCA is collected, used and protected.

## State of New Jersey

The NJDCA website at <https://www.nj.gov/dca/> is a State of New Jersey computer system. At a state level, the NJDCA website is governed by policies and technologies that fall under the New Jersey Office of Information Technology (NJOIT) and the New Jersey Office of Homeland Security and Preparedness (NJOHSP). Therefore, users of our NJDCA website are encouraged to also read the State of New Jersey Privacy Notice.

## General Principles and Key Features

This Privacy Notice applies to personal information NJDCA collects online or via electronic means.

NJDCA applies leading privacy practices and adheres to data stewardship principles in managing our web user data. The data stewardship principles guiding our efforts include the following goals:

- Protecting web user privacy
- Maintaining the confidentiality of web user data
- Ensuring appropriate levels of security for web user data

Key features of our Privacy Notice include:

- We do not collect personal information from web users unless the personal information is provided voluntarily by the user or we need to complete Department business.
- We use personal information only for its intended purpose.
- We have safeguards in place to protect the information collected.
- We will not otherwise disclose personal information to outside parties, including other government agencies, unless disclosure is required by law or court order.

## **Information Collected and Stored Automatically**

NJDCA collects non-personally identifiable information of the sort that web browsers and servers typically make available. We obtain information about the device you use to access our websites and your use of our websites, including the type of browser you use, hardware model, operating system and app version, mobile network information, IP address, unique device identifiers, access times, pages viewed, links clicked, browsing behavior and the webpage you visited before navigating to our websites. Our purpose in collecting non-personally identifiable information is to better understand how visitors use our website.

## **Personally Identifiable Information**

Personally Identifiable Information (PII) is information that can be used to identify an individual and includes, but is not limited to, an individual's name, address (other than the five-digit ZIP code), telephone number, email address, Social Security number, date of birth, employment records, and financial information. Other types of personal information may also be considered PII and therefore not subject to disclosure following a case-by-case assessment of the specific risk that an individual can be identified. This definition of PII is not anchored to any single category of information or technology.

### **Collection of Your Personal Information**

Visitors to the NJDCA website choose to interact with us in ways that may require us to gather personally identifiable information. The amount and type of information that we collect depends on the nature of the interaction.

In each case, NJDCA collects such information only insofar as is necessary or appropriate to fulfill the purpose of the visitor's interaction with us. We do not disclose personally identifiable information other than as described below. Visitors may always refuse to supply personally identifiable information, but they are hereby given notice that their refusal may prevent them from engaging in certain website-related activities.

The information provided to NJDCA is saved indefinitely and may be stored on one or more databases directly or indirectly maintained by us.

### **Use of Your Personal Information**

NJDCA uses the information we collect about you to deliver the benefits and services you request and to customize your experience with us. We also use the information we collect to:

- Respond to your comments and questions and provide customer service.
- Carry out any other purpose conveyed to you at the time the information was collected.
- We will not use the information you provide when you register for an event, receive newsletters, or use any other online services in a manner other than for its stated purpose.

- We will not sell or lease your personal information to third parties unless required by law to do so.

### **Protection of Your Personal Information**

NJDCA discloses personally identifiable information only to those administrators, employees, contractors and affiliated organizations that (i) need to know that information in order to process it on our behalf or to provide services available through us, and (ii) that have agreed not to disclose it to others. By using the NJDCA website, you consent to the transfer of such information to them.

NJDCA will not rent or sell personally identifiable information to anyone. Other than as set forth above, we disclose personally identifiable information only when required to do so by law or if you give permission to have your information shared.

While the NJDCA uses industry-standard measures to protect your information, no security measures are foolproof, and it is impossible to guarantee complete security of data sent, received, or maintained via electronic means.

### **Alternatives to Providing Information Online or Electronically**

It is your decision whether or not to provide personal information online or via electronic means. For example, you may choose not to contact us by email or provide any personal information using an online form. Your choice not to participate in these activities will not impair your ability to browse the NJDCA website and read or download any information provided on the site.

NJDCA provides constituents with alternatives to sending information via online systems. Where appropriate, users are provided with a downloadable form that can be mailed, emailed, or faxed. In addition, all constituents may call NJDCA directly to access information and benefits.

Please note that any information sent to NJDCA via physical means is subject to the same protections as information sent to us electronically.

### **Email Privacy Warning**

Email is not a secure medium. Personal information sent via electronic means can be intercepted. You may want to reconsider sending messages that contain PII or other sensitive or personal information via email or by other electronic means.

### **Security**

For site security purposes and to ensure that NJDCA web pages remain available to all users, the State of New Jersey employs software programs to monitor network traffic. These measures are designed and intended to prevent corruption of data, block unknown or unauthorized access to our systems and information, and to provide reasonable protection of private information in our possession.

## **Public Access to Information**

In the State of New Jersey, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. At the same time, there are exceptions to the public's right to access public records that serve various needs including the privacy of individuals. Exceptions are provided by both state and federal laws.

Though NJDCA makes every effort to preserve your privacy, we may need to disclose personal information when required by law or if we believe disclosure is necessary to comply with a judicial proceeding, court order, subpoena, or other legal process.

## **Rights in Relation to Your Information**

You may have certain rights under data protection law in relation to the personal information we hold about you. In particular, you may have the right to petition NJDCA to:

- Request a copy of personal information we hold about you.
- Ask that we update the personal information we hold about you or independently correct such personal information that you think is incorrect or incomplete.
- Ask that we delete personal information that we hold about you from live systems or restrict the way in which we use such personal information.
- Object to our processing of your personal information.
- Withdraw your consent to our processing of your personal information (to the extent such processing is based on consent and consent is the only permissible basis for processing).

The State of New Jersey retains the right to deny such a petition.

If you would like to exercise these rights, please contact the Agency Privacy Officer identified at the end of this Privacy Notice.

## **Use of Cookies and Tracking Technologies**

NJDCA uses “temporary cookies,” which are also known as “session cookies.” These are small files created to store information during a browsing session to enable the website functionality to work. They are deleted once the browser is closed.

To the extent that NJDCA uses Google Analytics, Webtrends, Pixels, Beacons, or other similarly purposed services, their use is in alignment with the NJOIT and the NJOHSP through the Statewide Information Security Manual (SISM).

- Google Analytics: [Privacy Policy – Privacy & Terms – Google](#); [Google Analytics Opt-out Browser Add-on Download Page](#)
- Webtrends: [Privacy Statement — Webtrends](#)

## Third-Party Providers and Platforms

NJDCA uses the below third-party providers and platforms. All are reviewed by NJOIT and NJOHSP through a Software Architecture Review process and are in alignment with the SISM.

- Online Form Builder: [Online Form Builder - Terms & Conditions](#)
- Constant Contact: [Privacy Notice | Constant Contact](#); [Understanding unsubscribed contacts](#)
- Meltwater: [Meltwater Privacy](#); [Meltwater Opt Out Guide - JoinDeleteMe](#)
- Facebook: [Meta Privacy Policy - How Meta collects and uses user data](#) | [Privacy Center](#) | [Manage your privacy on Facebook, Instagram and Messenger](#) | [Facebook Privacy](#); [Deactivating or Deleting Your Account](#) | [Facebook Help Center](#)
- Instagram: [Meta Privacy Policy - How Meta collects and uses user data](#) | [Privacy Center](#) | [Manage your privacy on Facebook, Instagram and Messenger](#) | [Facebook Privacy](#)
- LinkedIn: [LinkedIn Privacy Policy](#)
- X: [X Privacy Policy](#)
- YouTube: [YouTube Privacy Settings to Protect Your Data - How YouTube Works](#)
- Bitly: [Privacy Policy - Bitly](#)
- Flickr: [Help](#) | [Privacy](#) | [Flickr](#)
- Canva: [Privacy Policy](#)
- CivicPlus: [CivicPlus Privacy Policy](#)
- Podbean: [Privacy Policy](#) | [Podbean](#)
- Gmail/Google: [Privacy Policy – Privacy & Terms – Google](#)
- Getty: [Getty Images](#)
- CSI Technology Group: [CSI Technology Group](#) | [Privacy Policy](#); [CSI Technology Group](#) | [Terms of Use](#)
- HAPPY Software: [Privacy Policy](#) | [HAPPY Software](#)

## Governing Laws and Regulations

N.J.A.C. 5:3-2.2

The federal Privacy Act of 1974, 5 U.S.C.A. § 552a; 2 C.F.R. § 200

The Open Public Records Act (OPRA), P.L. 2001, c. 404, N.J.S.A. 47:1A-1 et seq.

N.J.S.A. 47:1A-7; N.J.A.C. 5:105-2.3(l)

The Housing and Community Development Act, 42 U.S.C. § 5301 et seq.; 24 C.F.R. § 570

The Stafford Act, 42 U.S.C. § 5121 et seq.; The National Flood Insurance Act of 1968, 42 U.S.C. § 4001 et seq.; 44 C.F.R. 206.430-440 and 44 C.F.R. Part 77 (FMA)

N.J.S.A. 54:50-24 et seq.; N.J.A.C. 5:3-1.2

N.J.S.A. 40A:9-28.1 et seq.; N.J.S.A. 9-30.2 et seq.; N.J.S.A. 40A:9-140.1 et seq.; N.J.S.A. 40A:9-154.6a et seq.; N.J.S.A. 40A:9-145.1 et seq.; N.J.S.A. 40A:11-9 et seq.; N.J.A.C. 5:34-5.1; N.J.S.A. 9-133 et seq.

N.J.S.A. 46:3B-3; N.J.A.C. 5:25; N.J.A.C. 5:25-2.2(a)2; N.J.S.A. 46:3B-8.1; N.J.S.A. 55:13C-1 through 55:13C-6; N.J.A.C. 5:15-1.7; N.J.S.A. 55:13B-1 through 55:13B-21; N.J.A.C. 5:27-1.7; N.J.S.A. 30:11A-1 through 30:11A-15; N.J.A.C. 5:27A-2.1; N.J.S.A. 52:27D-119 et seq.; N.J.S.A. 52:27D-124g; N.J.A.C. 5:23-5.5

State & Federal Wage and Hour laws; The Federal Family & Medical Leave Act; The Americans with Disabilities Act; The New Jersey Family Leave Act

24 C.F.R. Parts 5, 903, 960, and 982

Daniel's Law, P.L. 2021, c. 371, N.J.S.A. 47:1B-1 et seq.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, 42 U.S.C. § 1320d et seq., 45 C.F.R. Parts 160 and 164

## **Disclaimer**

The NJDCA's website and materials may contain hypertext or links to other Internet sites that are not owned, operated, controlled or reviewed by it. These links are provided solely as a courtesy and convenience to you, the visitor, and they do not constitute endorsement or approval by NJDCA. When you link to one of these sites, you are no longer on the NJDCA's website, and this privacy policy will not apply. When you link to another website, you are subject to the privacy policy of that website.

## **Contact Us**

Feedback, questions, and concerns regarding NJDCA's Privacy Notice may be directed to:

Agency Privacy Officer  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625-0800

Email: [PrivacyPolicy@dca.nj.gov](mailto:PrivacyPolicy@dca.nj.gov)

## **Document History**

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