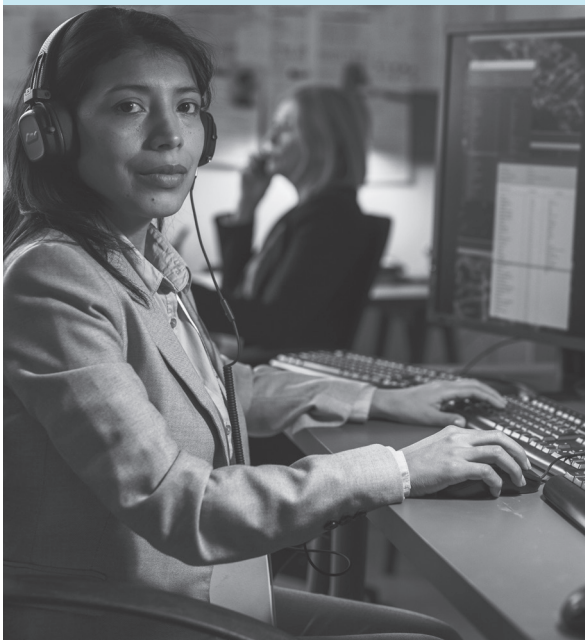


# Your Privacy Is Important to Us

## *Notice of Privacy Practices for the Department of Labor & Industries (L&I)*



This notice describes how confidential information about you may be used and shared, and your rights regarding this information. Please review it carefully.



Washington State Department of  
**Labor & Industries**

# Our commitment to protect your personal information

We take seriously our responsibility to protect the personal privacy rights of Washingtonians. This notice explains how we may use or share your data with others. This notice applies to all information we may have about you, including any information containing your personal health information.

**We are committed to protecting the privacy of your personal information and will abide by the terms of this notice.**



## How we protect your personal information

- L&I collects and uses confidential information only for the purpose of administering programs or authenticating identities as required or authorized by law. We do not sell any of your personal information.
- We train L&I staff how to protect the privacy and security of your personal information.
- We take precautions to protect your personal data.
- We require those with whom we contract to use your personal information only for authorized purposes. If they violate this requirement, we hold them accountable for their actions.
- Our detailed privacy and security statements are available to all users.



## How we may use or share your personal information

### We may use or share your personal information to:

- Provide you services and benefits.
- Communicate with employers, care providers, or authorized representatives.
- Comply with contracts and data-sharing agreements.
- Conduct authorized research.
- Investigate fraud, and violations of laws and rules.
- Comply with legal requirements, such as public disclosure laws or court orders.
- Enable authorized persons to assist the department with its business.
- Enable public employees to carry out their official duties.
- Conduct normal business operations, such as budgeting, auditing, quality assurance, public and workplace safety and health protection, and job training.

## Your rights regarding the personal information L&I has about you

### You have the right to:

- Confidentiality when we communicate with you about your personal information.
- See and have a copy of your information, unless there are restrictions on what we can provide to you.
- Request that we add new or different information to your record if you believe the information we have is incorrect.
- Give us written permission to release your information to a representative of your choice.
- Receive a written copy of this notice and any revised notices.



## Changes to this notice

L&I may change this notice periodically. All notices and their effective dates are available at [Lni.wa.gov](http://Lni.wa.gov). Paper copies are available on request.

To file a privacy complaint or to learn more, contact L&I:

- By mail: Privacy Officer  
Department of Labor & Industries  
PO Box 44001  
Olympia WA 98504-4001
- By email: [PrivacyOffice@Lni.wa.gov](mailto:PrivacyOffice@Lni.wa.gov)

*Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.*