

## **PAPROCURE PRIVACY STATEMENT**

Effective: October 27, 2017

This Privacy Statement addresses the collection, use and dissemination of the information you provide to us as a result of your use of The Port Authority of New York and New Jersey's PAPROcure Web site (which includes all information accessible through the uniform resource locator panynjprocure.com (other than any information accessible through hyperlinks to other Web sites) and is hereinafter referred to as the "Site").

We provide this statement in order to allow you to make an informed decision as to how to utilize this Site. The following discloses the information-gathering and dissemination practices for this Site:

### **Personal Information Collection and Use**

The Port Authority of New York and New Jersey (the "Port Authority") is the sole owner of information collected on this Site, which is administered, operated and maintained by the Port Authority and/or its contractors. The Port Authority will not sell, share, or rent the information you provide to us in any ways other than those disclosed in this Privacy Statement. Unless specifically stated, we do not collect any personally identifiable information from the visitors to this Site.

We collect and use your information for the following purposes:

- To create and maintain a database of potential vendors for Port Authority contracts;
- To provide information necessary to evaluate whether a particular vendor qualifies as a minority, women, disadvantaged and/or small business;
- To receive and process questions and/or comments that you send to us via e-mail or via this Site's feedback page; and
- To query, respond, review and/or evaluate your registration and any other information or documents you submit in connection with any activity you participate in through this Site.

### **Use of Cookies**

A cookie is a small text file that allows a Web site to identify your computer and track its activities on the Web site. This Site uses session cookies. Session cookies are stored in the temporary memory of your computer or mobile device. Session cookies are not retained after the browser is closed. Session cookies do not collect information about your computer or device.

### **Who We Share Your Personal Information With**

Your personal information may be shared with the following:

- Employees, contractors and agents of the Port Authority, pursuant to Port Authority policies and procedures;
- Individuals who request information from the Port Authority, including, but not limited

to, individuals who request information pursuant to the [Port Authority's Public Records Access Policy](#);

- Other registered users of the Site who may wish to contact you in connection with a teaming or subcontracting opportunity. Only your business name, address, and the listed contact's phone number and email will be viewable by other registered users; and
- Other governmental agencies for public safety, law enforcement or regulatory and/or investigatory purposes.

*Please be aware that in certain cases we may be legally obligated to share your personal information. Instances that may involve such a legal obligation include, without limitation, the following:*

- Compliance with a court order; and
- Compliance with the [Port Authority's Public Records Access Policy](#).

### **How You Exercise Control Over Our Records of Your Personal Information**

Except with respect to your company name, business entity type and your Taxpayer Identification Number, if you wish to review, correct, and/or delete your personal information held by us, you may do so by amending your vendor profile in the database. If you wish to amend your company name, business entity type, or Taxpayer Identification Number, as stored in the Port Authority's database, you must contact the Port Authority via email at [paprocare@panynj.gov](mailto:paprocare@panynj.gov) to request the particular change. Please be aware that the Port Authority may require specific legal documentation to verify any requested changes to your company name, business entity type and/or Taxpayer Identification Number.

### **Security of Your Personal Information**

We recognize that in order to truly protect the privacy of your personal information, we must take steps to ensure that our records of your personal information are secure from tampering and invasion. The following describes some of the steps we have taken to protect your personal information:

- Firewall protection of our databases;
- Restriction of access to our databases, limited to authorized employees and contractors with authenticated passwords;
- Frequent updates of virus protection software and employee passwords;
- Data exchange protection through use of the secure file transfer protocol; and
- Data storage protection through use of secure sockets layer encryption.

### **Changes to this Privacy Statement**

We may revise this Privacy Statement from time to time. If we make material changes to this Privacy Statement, we will post a notice on the Site prior to the effective date of the revised Privacy Statement. Your continued access or use of the Site after any changes become effective, shall represent your acceptance of the revised Privacy Statement.