



# San Francisco Bay Conservation and Development Commission

## Privacy policy

San Francisco Bay Conservation and Development Commission (BCDC)

***Effective: July 2, 2015, Reviewed/Revised: May 23, 2025***

The personal information collection and management policies, practices and procedures implemented by BCDC are governed by law. The BCDC sets forth the following privacy policy in compliance with Government Code Sections 11015.5 and 11019.9 and the Information Practices Act of 1977 (Civil Code Section 1798 et seq.).

### **Personal Information: Definition and Requirement to Obtain Lawfully**

The BCDC may collect and maintain personal information only through lawful means. All agency employees who collect and/or maintain personal information strive to comply with the provisions of the Information Practices Act. "Personal information" includes, but is not limited to: any information that identifies or describes an individual, including his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history. Personal information also includes statements made by, or attributed to, the individual. Specifically it includes information acquired through job applications and employee personnel files, grant applications, contracts for services from individuals, and public comments or questions via mail or electronic mail.

### **Restrictions on Collection and Use of Personal Information**

BCDC will collect personal information relevant to specific purposes which are enumerated at or prior to the time of collection, in a privacy notice included on or with the form used to collect personal information. Any subsequent use of the information will be limited to and consistent with the fulfillment of those purposes previously specified.

BCDC will not disclose, use for any purpose other than as specified at the time it was collected, or make available any personal information collected, except with the written consent of the subject of the information or as otherwise permitted by law or regulation. The State may provide or distribute certain lists and statistical reports of regulatory information as provided by law, but no personal information is distributed, and all relevant legal protections still apply to the State's web sites.

## Protection of Personal Information

We strive to protect personal information against loss, unauthorized access, use, disclosure, modification or transfer. The BCDC employees responsible for the collection, use, maintenance, and/or dissemination of records containing personal information are trained to take appropriate precautions, including but not limited to authentication, monitoring, auditing, and encryption to ensure that proper administrative, technical, and physical safeguards are established and followed in order to protect the confidentiality of such information. Employees are trained to remove or redact personal information when data disclosures are necessary.

Individuals have a right to access information about themselves and may request a correction of any inaccuracies. In order to request access or correction of your information, see the contact information below.

## Website Information

When you visit our website, you should be aware that during the data linking of your computer to our website, a “cookie” may be created. Temporary cookies may be used when necessary to complete a transaction, to process data submitted to us online, to facilitate an ongoing Internet interaction, or to understand trends in the use of our website. Cookies do not compromise your privacy or security and only last until the user closes their browser. Using web browser settings you can refuse the cookies, or delete the cookie file from your computer by using any of the widely available methods. Keep in mind that each browser has its own method for removing cookies. Information on how to delete cookies from your computer can be found at:  
<http://www.aboutcookies.org>.

When you visit our website, transaction log information is collected, which includes: your domain name or Internet Protocol address, browser software used, requests submitted to our web-servers, date and time the website was accessed, and statistical information about which web pages you visited. This information is defined as electronically collected information under Government Code 11015.5. Under Government Code § 11015.5, you have the right to have any electronically collected personal information about you deleted by BCDC, without reuse or distribution. Please see the contact information below to request that your personal information (including appropriate contact information) be deleted.

If you voluntarily participate in an activity that asks for specific information (i.e., completing a request for assistance, personalizing the content of the web site, sending an e-mail, or participating in a survey), more detailed data will be collected. If you choose not to participate in these activities, your choice will in no way affect your ability to use any other feature of the web site.

Transaction log information will be disclosed to BCDC staff in order to help us manage and improve our website. This information is used only for internal purposes, allowing our staff to measure the number of visitors to the different sections of our web site and to help improve our website for future visitors.

If any type of personal information is collected on our web site or volunteered by the user, State law, including the Information Practices Act of 1977, Government Code Section 11015.5, and the federal Privacy Act of 1974 require that it must be protected.

BCDC will not distribute or sell any electronically collected personal information about users to any third party without the user's written consent. It should be noted that electronically collected personal information is exempt from requests made under the California Public Records Act.

## **Contact Information**

If you have questions, complaints or comments about the agency's collection, use and protection of personal information, please call (415) 352-3600, email [info@bcdcc.ca.gov](mailto:info@bcdcc.ca.gov), or write to the following address:

San Francisco Bay Conservation and Development Commission  
Attn: Privacy Officer  
375 Beale Street, Suite 510  
San Francisco, CA 94105