



## State Compensation Insurance Fund Information Sharing Disclosure

This disclosure explains what State Compensation Insurance Fund (State Fund) does to keep information about you private and secure.

### How We Protect Your Information

State Fund has established technical, administrative, and physical security measures that align with government and industry standards to protect your personal or confidential information from unauthorized access and improper use.

### How We Use Information We Collect

Personal or confidential information may be used by State Fund to facilitate its workers' compensation insurance business.

### Disclosure of Information to Third Parties

State Fund does **not** disclose, sell, trade, or otherwise transfer your personal or confidential information or general information to third parties for their marketing purposes.

State Fund may collect or distribute your email address to third parties to assist us in our marketing efforts.

In the course of our business relationship with you, we collect information about you from various sources necessary to provide our workers' compensation insurance services and products, offer safety information, and operate our business.

State Fund may provide personal or confidential information to third parties when required by law or regulation. State Fund may enter into contracts with third parties related to the transaction of its workers' compensation business which may require the transfer of your personal or confidential information.

State Fund is not subject to California Consumer Privacy Act. State Fund is subject to the California Public Records Act.

### Types of Information We Collect

In the normal course of business, we collect:

- Information requested on applications for insurance, processing claims, underwriting, audit, and other forms (such as name, address, and personal and financial information);
- Information about your transactions with us and with others (such as policy coverage, premiums, and payment history);
- Information we receive from credit bureaus (such as credit report and claims histories); and
- Information gathered from our websites, blogs and our social media sites about the nature and extent of your use, such as: information volunteered by you through our online forms, email initiated by you to State Fund, site visit data, or information collection devices ("cookies").<sup>1</sup>

State Fund also uses third party analytics products that collect and analyze information about your use of our various webpages, blogs and other electronic presences.

### Definitions of Terms

Personal or confidential information includes, but is not limited to:

**1. Confidential information** – information about State Fund, a State Fund policyholder, or claimant, or a third party of such nature that it has independent economic value from not being generally known to the public. State Fund policyholder "confidential information" includes, but is not limited to, wage or salary information; trade secrets, financial statements, credit reports, and any other information that the insured has lawfully designated proprietary or trade secret.

### 2. Personal Information

**For any individual** - Information, which alone (e.g. no reference to another source is needed), or in combination with an individual's name if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual.

**For Policyholders** - Any individually identifiable information gathered in connection with an insurance transaction from which judgments can be made about an individual's character, habits, avocations, finances, occupation, general reputation, credit information or any other personal characteristics.

### How to Contact Our Privacy Office

If you have questions about State Fund's *Information Sharing Disclosure* or you believe your privacy rights have been violated, contact the State Fund Privacy Office by phone toll free at: (888) 724-3237 or by email to [Privacyoffice@scif.com](mailto:Privacyoffice@scif.com).

<sup>1</sup> Cookies – Cookies are small files supplied by the web server and stored by the web browser software on your computer when you access State Fund's website. Cookies allow State Fund to monitor traffic patterns and improve the website so you can use our website systems more efficiently.