

## Notice on Collection (NOC)

**Effective Date:** November 10, 2021

**Collection of Personal Information.** The California Department of General Services' (DGS), Procurement Division administers the Office of Small Business and Disabled Veteran Business Enterprise Services as authorized by California Government Code 14839. The Office of Small Business and Disabled Veteran Business Enterprise Services collect Personal Information (as defined in our Privacy Policy) including, First name, last name, business email address, business name, state of California certification status, business geographic location (ZIP code), business industry type.

**Use of Personal Information.** DGS Office of Small Business and Disabled Veteran Business Enterprise Services collects Personal Information for the following purposes:

- To evaluate efficacy of the Program's outreach functions
- To evaluate the success of the individual activity the data was collected from
- To provide additional information and/or services
- To offer additional opportunities to receive information and/or services
- For internal reports regarding program efficacy, success, and accomplishments

Providing the following information is mandatory: First name, last name, business email, business name, state of California certification status. If you decline to provide this information, DGS Office of Small Business and Disabled Veteran Business Enterprise Services will not be able to permit you to attend the online meeting or webinar you seek to attend.

If you submit any Personal Information relating to other people to us or to our service providers relating to the Program, you represent and warrant that: 1) you have the authority to do so and to permit us to use the information in accordance with this Notice of Collection (Notice); 2) the information is accurate.

**Sharing of Personal Information.** DGS Office of Small Business and Disabled Veteran Business Enterprise Services will share your Personal Information and other data with any co-hosts, public or private, of said online meetings or webinars upon their request and other state and/or local agencies who support or oversee the Program for the following reasons:

- Provide Program services
- Program management, reporting and evaluation
- Engage in ordinary business and emergency operations
- Complying with law, protecting legal rights
- Ensuring safety of the public, employees and property

Furthermore, any Personal Information collected is subject to the protections and limitations in the California Information Practices Act, the California Public Records Act, and state policy. DGS' general privacy policy is available at: <https://www.dgs.ca.gov/Privacy>.

**Possible Disclosure of Personal Information.** We may be required to disclose your information to comply with applicable laws (including laws outside of your country of residence), regulations, court orders, government and law enforcement requests, including national security or other law enforcement requirements. Additionally, if we reasonably believe that it is necessary or appropriate, we reserve the right to use or disclose your information to allow us to pursue available claims or remedies and protect our legal rights, property or the safety of our employees, or others, to the extent allowed by applicable law. This includes exchanging information with companies, law enforcement agencies, the district attorney's office, or the California Attorney General's Office for the purposes of fraud detection, prevention and/or prosecution.

**Updates to this Notice of Collection.** From time to time, we may change this Notice to comply with regulatory requirements, accommodate new technologies/industry practices, or to reflect any changes in how we process or share information. Any changes to this Notice will be effective when we post the revised Notice on <https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/OSDS/OSDS>. The Effective Date states when this Notice came into effect and serves as notice of any updates. Your use of the Program following these changes means you accept the revised Notice.

To see prior versions of our Notice, please click here <https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/OSDS/OSDS>

**Access to Your Information.** You have the right to review records containing the information that you provided to DGS Office of Small Business and Disabled Veteran Business Enterprise Services. To request access, please contact:

Matt Zweier, Business Outreach Manager  
*Office of Small Business and Disabled Veteran Business Enterprise Services*  
707 Third Street, West Sacramento, CA 95605  
[BusinessOutreach@dgs.ca.gov](mailto:BusinessOutreach@dgs.ca.gov)  
(916) 375-4940

Free privacy protection and computer security resources are available to you at: <https://oag.ca.gov/privacy/consumer-privacy-resources>