

The California Early Care and Education (“ECE”) Workforce Registry (the “Registry”) takes the protection of personal information seriously and we are committed to maintaining the security and integrity of your personal information. This notice tells you why and how we collect, share, and protect your personal information. Please read this notice carefully.

A. How you can use information in the Registry

Your membership in the Registry is a benefit to you because it maintains an easily accessible record of your education, training, and employment. This record can be used for career advancement, program reporting, accreditation, and for applying for stipends and scholarships. You also have access to professional development opportunities, a job board, and a resume builder. Your membership is also a benefit to the ECE field as a whole, as we help programs, researchers, and policy makers improve the quality of care and education for young children.

B. How we use information in the Registry

The Registry is a data system that maintains information about individuals working in the ECE field. The Registry can be used in different ways by ECE professionals, programs, public officials, and advocates. Information in the Registry will be used to:

- Bring professional recognition to the ECE Workforce
- Assist members of the ECE workforce and their supervisors with professional development planning and accessing professional development opportunities
- Assist members of the ECE workforce and their supervisors with documenting the education, training and/or professional certifications required by accrediting organizations like the National Association for the Education of Young Children (NAEYC), California Department of Education – Early Education Support Division and Quality Rating and Improvement Systems (QRIS)
- Inform policymakers and state planners about the ECE workforce in order to track progress toward state workforce goals
- Demonstrate the importance of increasing compensation to a level reflective of education, training, and experience

C. What type of personal information we collect

The type of personal information we collect and share depends on what you, your employer and administrators of the ECE workforce activities¹ in which you participate share with us. This information can include, but not be limited to:

- Contact and demographic information
- Current employment and work history
- Degrees, college coursework and training
- Professional certifications

D. How we protect your personal information

To protect your personal information from unauthorized access and use, the Registry employs a variety of security measures. These measures include digital safeguards, such as secure servers and encrypted data, as well as physical safeguards, such as secure files and buildings.

E. How we collect your personal information

We collect your personal information, when you:

- Create or update your Registry profile
- Submit education, professional certification and/or training documents
- Participate in training provided by an approved Training Sponsor

F. How you can access and update your personal information

Registry members² can access and update their personal data (e.g., contact and employment information) by logging into their account.

G. Who else can update my personal information

¹ ECE workforce activities can include professional development training, academic advisement and stipend and compensation programs.

² Registry members include all individuals who create and maintain a Registry profile.

Registry Administrators can add or update members’ contact information, education, professional certifications, and training records because they are responsible for verifying this information. In addition, training sponsors can update members’ training record by confirming participation in professional development and employers can update members and employment information.

H. How we share information

In most cases, members’ personal information is not disclosed in a way that reveals their identity. Instead, information about all or a subset of Registry members is summarized and shared for specific purposes. These purposes include: ECE workforce planning, research and evaluation, program reporting, and public education. Personal information is not shared with other Registry members or the public.

The Registry provides access to or shares limited personal information to authorized officials that have a legitimate need to access the personal information for pre-determined purposes. Authorized officials include members’ current employers and our affiliates³. Members’ personal information will only be shared after a member applies for or participates in services provided by an affiliate. The types of personal information authorized officials may have access to are outlined in the table below.

Personal Information Accessible by Authorized Officials

Type of Information ⁴	Registry Administrators	Employers	Training Sponsors	QRIS Administrators	Professional Development Initiative Administrators (Stipends)	Compensation Initiative Administrators	CDE-EESD Field Services
Contact Information	✓	✓	✓	✓	✓	✓	✓
Demographic Information	✓	✓	✓	✓	✓	✓	
College Coursework and Degrees	✓	✓		✓	✓	✓	
Professional Certifications	✓	✓		✓	✓	✓	✓
Training and Professional Development	✓	✓	✓	✓	✓	✓	
Current Employment	✓	✓	✓	✓	✓	✓	✓
Employment History	✓						
Staff QRIS Level	✓	✓		✓	✓	✓	
Career Ladder Level	✓	✓		✓	✓	✓	
Income	✓	✓			✓ ⁵	✓	
Social Security Number ⁶	✓				✓		

I. What if you have questions about privacy or data sharing?

If you have concerns about the Registry Privacy Policy or data sharing please contact the ECE Workforce Registry at:

CAREgistry@ccala.net
Toll free: 888-922-4453
Local: 323-274-1380

³ Affiliates are entities that have a formal relationship with the Registry, established by a written agreement that specifies what data will be shared, under what conditions and permissible uses of the data.

⁴ The Registry will limit the data elements shared with Authorized Officials for each “Type of Information” indicated in the table above based on business need.

⁵ Income is only shared with Authorized Officials when the stipend program has income thresholds for eligibility.

⁶ Social Security Number is only required for Registry members participating in stipend programs.