

## **PROFESSIONAL SERVICE FIRM QUESTIONNAIRE PRIVACY STATEMENT**

This privacy statement addresses the collection, use and dissemination of the personal data you provide to us as a result of your use of this Web site (which includes all information accessible through the uniform resource locator <https://psfq.panynj.gov/pls/apexapexapps/f?p=146:3> (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, and to demonstrate our high level of commitment to protecting your privacy. 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 for the Port Authority by 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 statement. Unless specifically stated, we do not collect any personally identifiable information from the visitors to this Site.

We collect and use your personal data for the following purposes:

- To assist the Port Authority in identifying firms most qualified for the performance of architectural, engineering and related technical services;
- As a source to identify appropriate firms and issue solicitations, however, many solicitations are not issued using the PSFQ database as a source; and
- To allow a firm to be eligible for consideration for a period of five (5) years after the date of entry or modification of the questionnaire.

### **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 does not use cookies.

### **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 Code on Freedom of Information](#) and
- Other governmental agencies for public 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 Code on Freedom of Information](#).

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

Except with respect to your company name 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 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 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 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.