



Maryland Board of Public Works

PRIVACY NOTICE

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BOARD OF PUBLIC WORKS
80 Calvert Street
Annapolis MD 21401

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Introduction

The Maryland Board of Public Works ("BPW") is committed to maintaining the confidentiality, accuracy, and security of your Personal Information. This privacy policy discloses the privacy practices for BPW.Maryland.gov, which is operated by Maryland Board of Public Works in collaboration with the Maryland Department of Information Technology. This privacy policy applies solely to information collected by this website, and physical and electronic mail.

This privacy statement explains the personal data we collect, how we process it, and for what purposes.

What Personal Information do we collect?

We only collect information that you voluntarily give us via website, email or other direct contact from you. We will use your information to respond to you regarding the reason you contacted us. We will not share your information with any third party outside of Maryland state government organization, other than as necessary to fulfill your request.

In certain circumstances, we may receive sensitive personal and business information from other Maryland state agencies to fulfill our statutory duties.

This information is collected in accordance with [State Finance and Procurement Article Section 10-207](#).

The BPW collects the following Personal and business Information:

- a) Full name (First and Last Names)
- b) Company/Organization Names
- c) Telephone numbers
- d) Email addresses
- e) Social Security Numbers (SSNs)
- f) Taxpayer Identification Numbers
- g) Bank account numbers

How do we collect Personal Information?

The BPW website does not collect personal information unless the visitor voluntarily provides information by sending an email or completing an online form. We collect data and process Personal and business information when you:

- a) Subscribe to BPW mailing list. The Board of Public works uses the GovDelivery service to send update email or text messages to self-subscribed users. GovDelivery is a web-based e-mail subscription management system that allows a member of the public to subscribe and receive updates from BPW. The user's subscription profile consists of their email address and/or phone numbers. The user may customize and manage their subscription profile to select the method by which the updates are sent, and they may cancel their subscriptions at any time.
- b) Facilitating the public's participation in the Board's public meetings. All Board conversations, discussions, materials, and related deliberations are of the official record. The Board meetings are open to the public, audio/video recorded, broadcast live, and published online. Personal contact information like phone numbers or email addresses will be redacted from public documents where required by law, but your spoken testimony and identity will be public.
- c) Submit a public comment pertinent to a specific board meeting agenda item. All public comments submitted to the Board of Public Works are subject to complete public disclosure. The Board publishes comments exactly as received on its website, meaning any personal, business, or confidential information you include will be viewable by the public.
- d) Walter Lomax Act Compensations, Settlements, and Capital Grants: We receive sensitive personal and business information from other Maryland state agencies, or we collect it directly from individuals and organizations. This information includes Social Security Numbers (SSNs), bank account numbers, routing numbers, and tax identification information.

How Do We Use Your Information?

We collect your personal and business information solely for the following purposes:

- a) Public engagement: Send board meeting updates, verify public comment authenticity, process requests to speak at board meetings, and contact you if we need clarification.
- b) Fulfill your requests for services and information.
- c) Perform legal sufficiency review, execute payments, and comply with legal and reporting requirements.
- d) Analyze the use of the Sites and user data to understand and improve the Site.

Your personal information will not be used or disclosed for purposes other than those for which it was collected, except with the individual's consent or as required by law.

How Long We Keep Your Information?

We keep your personal information only as long as we need it to provide our services or to follow the law. Once we no longer have a reason to keep it, we securely delete or destroy it.

How do we use Cookies?

A cookie is small text file that websites store on your device when you visit a website. We may use cookies to improve our website's functionality and, in some cases, to provide visitors with customized online experience.

Cookies are widely used, and most web browsers are configured initially to accept cookies automatically. You may change your browser settings to prevent your computer from accepting cookies, or to notify you when you receive a cookie, so that you may decline it. Please note that disabling cookies may limit your access to certain features and affect your overall experience on our website.

Knowledge and Consent

Your knowledge and consent are required for the collection, processing, or disclosure of Personal Information, except when the law permits us to do so without your knowledge or consent. The purposes for which we collect Personal Information will be identified before or at the time we collect the information.

Providing us with your Personal Information is always your choice. However, your decision not to provide certain information may limit our ability to provide you with the services you seek.

We will not require you to consent to the collection, processing, or disclosure of information as a condition to the supply of a product or service, unless such information is necessary to provide the product or service to you, or if it is required by law. Your signature on a document or “clicking” your agreement on an electronic form serves as your consent.

Safeguarding Personal Information

Pursuant to Maryland law, we will protect Personal Information using reasonable security safeguards that are appropriate to the nature of the Personal Information collected, the services we provide, and our operations.

If your Personal Information is accessed by unauthorized individuals, we will notify you in accordance with applicable laws and our data breach response plan.

Other Websites

Our website may contain links to other third-party sites that are not governed by this Privacy Notice. Although we try to only link to sites with high privacy standards, our Privacy Notice does not apply once you leave our website.

Additionally, we are not responsible for the privacy practices employed by third-party websites. Therefore, you should read their privacy statements to learn how they collect, use, share, and disclose your information.

Artificial Intelligence

We may use artificial intelligence tools to help us improve our services, work faster, and give you better experience.

- a) Direct Interaction with AI: When you use AI features like typing a message into a chat helper to seek services or information.
- b) Indirect Interaction with AI: Indirect use includes our use of programs that automatically sort data.
- c) Our Commitment to You: We are committed to being clear and open when you use AI. We follow Maryland’s **Responsible AI Policy** to protect your data.

Accuracy

We make sure your information is correct, complete, and current. We might ask you to verify your details.

Under the Maryland Public Information Act, you can ask us to fix mistakes, update old facts, or add missing information to your records. It's your job to provide us with accurate details and let us know when your information changes.

Privacy Notice Changes

We may update this privacy notice from time to time. If we make big changes, we will let you know by posting a notice on our website. The "last updated" date on the cover page shows when the latest changes took effect.

How to Contact Us

You may direct any questions regarding our privacy policy or the use of your information by contacting BPW:

Maryland Board of Public Works
Louis L. Goldstein Treasury Building
80 Calvert Street
Annapolis MD 21401
Phone Number: 410-260-7335
E-Mail: email.bpw@maryland.gov

If you send us an email, we may use the information you sent us to respond to your inquiry, just as we do with written correspondence. E-mail correspondence, like mailed correspondence, may become a public record, and could be disclosed to other parties upon their requests, in accordance with the Maryland Public Information Act.