

SULLIVAN COUNTY LAND BANK CORPORATION

PRIVACY POLICY

SECTION 1: PURPOSE AND AUTHORITY.

The purpose of this Privacy Policy (the "Policy") is to ensure that private information obtained from any source is properly safeguarded

SECTION 2: DEFINITIONS.

As used herein, the following terms shall have the meaning set forth below.

- A. "Land Bank" or "SCLBC" shall mean the Sullivan County Land Bank Corporation.
- B. "Private Information" shall mean personally identifiable information of a natural person, including, without limitation, social security numbers, financial history, credit report information, bank account numbers, credit card numbers, driver's license numbers...

SECTION 3: SAFEGUARDING PRIVATE INFORMATION

SCLBC will not disclose Private Information to third parties without the consent of the person who provided the Private Information unless such disclosure is required by law. SCLBC will not sell, trade, or rent Private Information to third parties under any circumstances. SCLBC will keep collected Private Information only for as long as reasonably necessary and will use it only for the purposes for which it was collected. Access to Private Information will be restricted to employees who must use it to fulfill the purposes for which the Private Information was obtained. SCLBC will use reasonable security measures to ensure the administrative and physical security of the Private Information and to protect the Private Information from any unauthorized access or use.

Security measures employed by SCLBC will include the following:

- Limiting access to Private Information
- Maintaining secure offices
- Never printing or displaying full social security, driver's license, or account numbers unnecessarily.

SCLBC will dispose of Private Information by permanently deleting electronic records and shredding physical records. SCLBC will dispose of computer equipment only after all hard disks and media have been completely and permanently wiped clean.