

COLUMBIA COUNTY LAND BANK CORPORATION PRIVACY POLICY

OVERVIEW

The Columbia County Land Bank Corporation (the “Land Bank”) has adopted this Privacy Policy to ensure that private information obtained from any source is properly safeguarded.

DEFINITIONS

“Private Information” refers to Social Security numbers, financial history, credit report information, bank account numbers, credit card numbers, driver’s license numbers and other personally identifiable information.

POLICY

The Land Bank will not disclose Private Information to third parties without the consent of the person or persons who provided the Private Information unless such disclosure is required by law. The Land Bank will not sell, trade, or rent Private Information to third parties under any circumstances.

The Land Bank will only keep collected Private Information 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.

The Land Bank 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 the Land Bank will include the following:

- Installing and maintaining software protection on all Land Bank computers and networks;
- Limiting employee access to Private Information; and
- Maintaining secure offices.

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