

ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY

TITLE: Privacy Policy

APPROVAL SIGNATURE:



NAME: Whitney P. Laning

TITLE: RCCC President

DATE: May 4, 2009

POLICY NO.: 9-118 (supersedes 4-107)

PROGRAM: RCCC

SECTION: Administration

PAGES: 2

1. Purpose

We are committed to protecting the privacy of the information we collect from you, our members. We believe in, and practice, full disclosure and informed consent with respect to your personal information. It is our hope that by doing so we will earn your trust and confidence. The following is a disclosure of our privacy policy with respect to your information.

2. Application

This policy shall be applicable to the RCCC and its associated programs in their entirety. All members shall comply with the provisions of this policy.

3. Authority

The RCCC President, or their designee, shall serve as Privacy Agent for RCCC on behalf of the RCCC Board of Directors. All questions on this policy shall be directed to the Privacy Agent.

4. Policy

4.1. Information that we collect.

From time to time we may need information from you. On a regular basis, we may request that you verify the information that we have from you; specifically, information such as your e-mail address, your name, address, telephone numbers, driver's license number, emergency contact information and other personal information that we have collected. We may collect your preferences for program operations, skills, and training. We may collect other optional information such as Social Security Number to assist with background checks.

4.2. What we do with the information.

The RCCC and its affiliated programs use your information for day-to-day operations in support of our mission. The nature of our organization requires basic level of personal information from you for efficient and effective operations. The information that you provide is not shared with other organizations, agencies or their agents except where it is fully disclosed and you are informed about the disclosure.

The RCCC has partnered with certain City of Rowlett departments to ensure ongoing operations and support during activation, crisis or disaster in accordance with our mission and purpose. We may share personal information with our City of Rowlett partners where necessary for efficient operations. In all cases, the privacy agent must approve any information that is released to our partners.

4.3. We do not sell or lease your personal information.

When you choose to provide us with your personal information, we presume you want that information kept private. Therefore, we do not sell or lease your personal information to other organizations, agencies or individuals.

4.4. Media Release

In consideration of your Affiliated Program membership, you automatically grant to the Rowlett Citizen Corps Council (RCCC), its successors, licensees and assigns, the non-exclusive right, to use and include your physical likeness in the form of still photograph(s), video, voice recording or other media with the following provisions:

- 1) This grant is made without limitation as to the number of runs, for reproduction, exhibition and exploitation, throughout the world, in any and all manner, methods and media, whether now known or hereafter known or devised.
- 2) Usage of your likeness will be for the purposes of advertising, publicizing, and promotion of Citizen Corps, the RCCC, or an Affiliated Program.
- 3) This grant is made without the hope or expectation of financial consideration.
- 4) This grant applies to your physical likeness in any media format taken by the RCCC during the course of your membership while acting as a uniformed member of the organization.
- 5) This grant reaches retroactively to the date of your original membership.
The RCCC Public Relations Officer shall approve any and all usage outside the RCCC Organization and make a reasonable attempt to notify you of the proposed use and distribution.

4.5. E-mail and membership rosters

From time to time it may be necessary to contact you about program related information, events, drills, activations or meetings. In these cases, it may be necessary to release your contact information to other RCCC members who are responsible for making this contact. All members are bound by this privacy policy and required to respect your privacy. In order to facilitate collaboration and operations within the membership, it may be necessary to release your contact information to other members in the RCCC through a roster. Rosters will be kept secure to safeguard your privacy. *Use of RCCC roster information is restricted to the business of RCCC and its programs. Unsolicited email or phone contact not pertaining to the business of RCCC or its program is strictly prohibited without the permission of the intended recipient.*

4.6. Membership File and Database Inspection

Information that we collect from you is kept in two primary locations: 1) membership file, and 2) an electronic database. You have the right to inspect these files and review your information upon request. Requests should be made to the RCCC President who will make reasonable arrangements with you to access your file. Access to the membership files and electronic database is restricted to the RCCC President, Board of Directors and program leadership as designated by the RCCC President.

5. Violations

Violations of this privacy policy shall be brought forward to the RCCC Board of Directors through the existing grievance policy as stated in the RCCC Bylaws. The RCCC Board of Directors shall have sole discretion for any remedies or disciplinary actions as a result of any action brought forth.