

# Glover Park Village Privacy Policy

Adopted October 2013

**Purpose:** Glover Park Village, Inc. (GPV) has adopted this Privacy Policy requiring respect for privacy of individuals and limited disclosure of personal information. GPV recognizes and respects the privacy interests of its service recipients, directors, volunteers, consultants, employees and agents. This policy is to protect privacy and personal information provided to, collected or maintained by GPV, and to limit how and when information is disclosed.

**Personal Information and Data:** GPV attempts to limit the personal information requested to information that is reasonably necessary. GPV recognizes that any individual who requests or who receive services through GPV should have assurance and confidence that their privacy and personal information will be protected. GPV directors, volunteers, consultants, employees or agents who provide or submit personal information should also have assurances that their personal information and data will be protected. GPV conducts background checks on directors, volunteers, consultants, employees, and agents with their knowledge and consent.

GPV does not collect personal information knowingly from any individual under the age of 13 and requires parent consent if any personal information is provided for any individual younger than 18.

**Disclosing Personal Information or Data:** GPV will use and disclose personal information provided for background checks to the organization performing the background check.

GPV acknowledges that there may be a need to disclose personal information in response to a subpoena, court order, by law, or for other legal or regulatory reasons. GPV also may determine in good faith that there is a need to disclose personal information to conform with the law or regulations; in case a person may be deemed at risk, in need of medical attention, social services, law enforcement or legal protection; or if necessary to protect GPV or the safety of service recipients or the public.

GPV does not sell, rent or lease personal information to third parties.

**Compliance:** GPV directors, volunteers, consultants, employees and agents are required to comply with this Privacy Policy, which has been adopted by the GPV Board of Directors. Volunteers, directors, consultants, employees and agents are bound to maintain the privacy of any information related to any assignment, volunteer, or service recipient.

This Privacy Policy continues to apply after an individual is no longer a volunteer, agent, consultant, employee, service recipient, or director.

**GPV Privacy Practices:** GPV takes reasonable measures and safeguards to protect personal information against risks such as loss, unauthorized access, destruction, improper disclosure, and modification. However, GPV cannot assure that personal information will not be accessed by unauthorized third parties. If GPV knows of such a breach, GPV may attempt to provide notice to individuals or on its website to allow protective measures to be taken.

After a background check is completed, any document containing the individual's social security number is shredded and GPV retains no electronic or paper records containing social security numbers, other than the background report.

GPV requires that every director, consultant, employee, and agent sign a statement acknowledging receipt of a copy of this Privacy Policy and committing to comply with this Privacy Policy. All new

volunteers also will be required to sign a similar statement, with a copy of this Privacy Policy provided to all volunteers.\*\*

The GPV President is responsible for determining when or how personal information or data is disclosed, and any disclosures will be within the guidelines of this Privacy Policy and any other relevant policies.

The GPV Board will update this Privacy Policy from time to time. If there are material changes to this Privacy Policy, GPV will post the changes to its website, and will make the Privacy Policy available upon request.