



Habitat
for Humanity®
Tucson

strength, stability,
self-reliance *and* shelter.

HABITAT FOR HUMANITY TUCSON

Privacy Policy

We do not sell information about you.

Privacy Notice to our Donors, Volunteers, Customers and Employees

As our donor, volunteer, customer or employee, you have a right to know how we protect the privacy of the personal information you share with us. We believe your knowledge of our privacy principles and practices will confirm the trust you have placed in us.

What Personal or Corporate Information Do We Collect?

The type of information that we collect includes:

- Information you provide on a check or letterhead.
- Information about your business and/or history with us.
- Information you provide on an application or other form (for example, name, address, social security number, or income)
- Information from credit reporting agencies and information to verify employment or income.
- Information we get from other sources such as your website and other organizations to verify your status and reputation in the community.

Most of the information we collect is obtained from you. We collect information needed only to service and administer your business with us.

How Do We Use and Disclose Your Information?

The main use of your information is to confirm your identity in the course of business that we perform at your request, to record gifts and contributions, to record and track volunteer hours, to consider you for employment, or to record real estate transactions with you.

Information may be disclosed to other entities that provide services to us related to your business with us. This includes administrative and audit services. Before we disclose your information, these entities must agree to keep it private. We have contracted the services of a banking partner to process credit card donations submitted online. Our banking partner's secured server encrypts your credit card information so that it may be safely transmitted over the Web. Your credit card information will not be released to any other party. We may also share information with our corporate headquarters, Habitat for Humanity International (HFHI).

If necessary, we disclose information when it is required by law. An example is a routine filing to the Internal Revenue Service. We may also disclose certain information to other entities to help us report or prevent fraud. Examples are reports to a regulatory or law enforcement agency.

Habitat for Humanity Tucson will not share or sell a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations. HFHT will only share or sell personal information after you given permission to do so.

How Do We Protect the Security of Your Information?

Our policy is to maintain physical, electronic, and procedural safeguards to protect the confidentiality of your information. Access to this information is available only to those people who need to know it in order to service your business. Should your relationship with us end, we will continue to follow the privacy policies described in this notice to the extent that we retain information about you. If we no longer need to retain that information, we will dispose of it in a secure manner.

If service providers are used in connection with covered accounts, Habitat for Humanity Tucson (HFHT) will ensure that the activities of service providers are conducted pursuant to reasonable policies and procedures that comply with the Red Flag Rules which implement sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003. Red Flag means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

HFHT will review unusual account activity, fraud alerts on a consumer report, or attempted use of suspicious account application documents. HFHT will review notices received from customers, employees, donors, victims of identity theft, law enforcement authorities, or other persons regarding the possible identity theft in connection with covered accounts held by HFHT. HFHT will provide appropriate responses that would prevent and mitigate the crime and detail a plan to update the program.

The Director of Homeowner Services will be responsible for the protection of all homeowner identification. The Director of Human Resources and/or designee will be responsible for the protection of all personnel information retained on all employees of HFHT and the Director of Philanthropy will be responsible for the protection of all donor information obtained by HFHT.

HFHT will respond appropriately when it detects or is alerted to possible unauthorized access to a donor, customer, employee or volunteer records or personal information. Appropriate responses may include the following:

- (a) Monitoring a covered account for evidence of identity theft;
- (b) Contacting the donor, customer, employee, or volunteer
- (c) Changing any passwords, security codes, or other security devices that permit access to a covered account;
- (d) Reopening a covered account with a new account number;
- (e) Not opening a new covered account;
- (f) Closing an existing covered account;
- (g) Notifying law enforcement; or
- (h) Determining that no response is warranted under the particular circumstances.

Do You Need to Do Anything?

It is not necessary for you to take any action. This is because we do not sell or share your information except to service the business you have requested from us. You do not need to "opt-out" or "opt-in" as you may have done with other organizations.