

The FISH of Roseburg Privacy Policy

This policy discloses the privacy practices for The FISH of Roseburg (The FISH), including the Roseburg Food Pantry and Roseburg Food Project. This privacy notice applies solely to information collected by The FISH of Roseburg from individual food donors, Roseburg Food Project food donors, individual financial donors, and clients of the FISH Food Pantry (Pantry). This policy does not apply to information provided by government agencies, charitable trusts and foundations, and partnership agencies.

The FISH is committed to protecting the privacy of its website users, clients, food donors, and individual financial donors.

This policy covers:

1. What personal information is collected from you, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your information.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct inaccuracies in the information.

Collection, Use, and Sharing of information

General – The FISH of Roseburg is solely responsible for the information collected on its website, through the Roseburg Food Project, from Pantry clients, and from food and individual financial donors to The FISH.

The information we obtain from you or have about you is private. We do not share it with anyone.

Any information collected is for the exclusive use of The FISH. We do not share individual donor or client information with anyone outside of our organization. We will not sell or rent this information to anyone.

Roseburg Food Project Food Donors and Other Food Donors – We have access to and collect information that you give neighborhood coordinators in the Roseburg Food Project or give to us, via email or other direct contact from you. We may contact you by email, phone, or letter to inform you of food donation needs, and Roseburg Food Project schedules and results.

Individual Financial Donors – We have access to and collect information that you give us as part of your donation. Unless you ask us not to, we may contact you via letter or email in the future to tell you about activities of The FISH, changes to this privacy policy, or to solicit donations.

FISH Food Pantry Clients – We use the information collected from Pantry clients to determine individual household eligibility to receive food parcels from the Pantry in accordance with policies of the U.S. Department of Agriculture and The FISH or Roseburg. The FISH uses non-

identifying information (aggregate data) to develop statistical summaries of use of the Pantry. We will not share any individual information about you, except as may be required by representatives of the U.S. Department of Agriculture's commodity and emergency food assistance programs.

Access and Control of Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us by letter or email at: thefishrbg@gmail.com.

- See what data we have about you, if any.
- Request a change or correction to any data in regard to you.
- Have us delete any data in regard to you (except for Pantry clients).
- Express any concern about our use of your data.

We are required to keep Pantry client applications for food for three years after they visit the Pantry. Paper copies of client applications for emergency food will be destroyed after three years. Client information in our electronic client intake database may be kept indefinitely.

Access to personally identifiable information is restricted to persons who need the information to carry out a specific job.

Security

We take precautions to protect your information. When you submit sensitive information via our website, via email, directly to us, or through a Roseburg Food Project neighborhood coordinator, this information is protected both online and offline.

The computers and servers in which we store personally identifiable information are kept in a physically secure environment. Any paper records that we keep with identifiable information are kept in a secure locked environment.

We may disclose personal information when required by law or in the good-faith belief that such action is necessary in order to conform to the edicts of the law or comply with legal process served on The FISH.

Our web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites.

Changes to This Policy

The FISH of Roseburg reserves the right to change its privacy policy at any time. Changes to our privacy policy will be posted on this page so that you are always aware of the information we collect and use it.

Updated 10/8/14

Contacting The FISH or Roseburg

If you have questions regarding this policy of about any data we may have about you, you may contact us at one of the following:

- The FISH of Roseburg
P.O. Box 1162
Roseburg, OR 97470
- thefishrbg@gmail.com