

King Creek Water Supply Corporation

CORPORATE POLICY STATEMENT

CP02 – Personal Information Protection Policy

1.0 Policy

- 1.1 King Creek Water Supply Corporation (KCWSC) is committed to complying with all applicable federal, state, local, and International privacy laws and regulations. KCWSC strives to provide an environment in which our members and customers trust us to handle and protect personal information responsibly.

2.0 Definitions

- 2.1 *Personal Information* – Personal Information includes only that information which is collected for the purposes of conducting official company business. Personal Information does not include information that is available to the general public.
- 2.2 *Personally Identifiable Information (PII)* – The combination of the first name or first initial and last name of an individual, plus any of the following information that identifies or relates to that individual:
- 2.2.1 Social Security Number;
 - 2.2.2 driver's license number;
 - 2.2.3 bank account number;
 - 2.2.4 consumer report (background information or verification reports or credit report);
 - 2.2.5 date of birth or age;
 - 2.2.6 race or ethnicity;
 - 2.2.7 personal contact information (home address, personal phone number, or personal e-mail); or
 - 2.2.8 any other identifying category specified in applicable state or local law.

3.0 Collection

- 3.1 KCWSC collects PI through the Customer Water Service Agreement in order to setup a customer account, process billing, and establish water service.

4.0 Protection

- 4.1 KCWSC will use reasonable physical, electronic, and managerial procedures to safeguard and secure PI (or PII) against loss, misuse, or unauthorized access.

5.0 Disclosing PI

- 5.1 Except as otherwise permitted or required by law, KCWSC will disclose PI (or PII) to a third party only when there is an agreement with the third party that protects the processing and disclosure of PI (or PII) and there is legitimate business justification. Except in response to a court order, government, civil, or criminal subpoena requiring PI disclosure to a third party (which must be reviewed and approved by KCWSC Board of Directors) for purposes not specified in this procedure, we will notify the affected individuals in advance and obtain their consent.

6.0 Violations

- 6.1 Violation of this procedure may result in termination of Board membership.

7.0 Responsibilities

7.1 President

- 7.1.1 Oversee the implementation of this procedure.

7.2 All Board Members

- 7.2.1 Maintain awareness of and safeguard PI and PII in their possession at all times.