

## **The San Luis Obispo County Housing Trust Fund Privacy Policies**

The San Luis Obispo County Housing Trust Fund is a charitable nonprofit corporation that was created to increase the supply of affordable housing throughout San Luis Obispo County, California. We use our website and email system to communicate with our supporters, public officials and the general public.

This document is the privacy policies, which govern personal information that is 1) gathered on or from our website ([www.sloctf.org](http://www.sloctf.org)), 2) used for online and other publicity, or 3) used for emailing notices or announcements.

### **The Housing Trust Fund's Commitment to Online Security**

Physical, electronic and managerial procedures have been employed to safeguard the security and integrity of personal information that we obtain. Any agent and contractor that has access to personal information that we have obtained is also bound to adhere to these policies as part of their work with us.

### **Personal Information that the Housing Trust Fund May Collect**

We do not collect personal information on or directly from our website. We do, however, post forms on our website that request personal information and are returned to us by mail, email or facsimile. In addition, we receive emails that originate from our website. Our online forms and emails that are generated from our website may include information such as names, business names, postal and e-mail addresses, telephone and facsimile numbers, and other information that is provided voluntarily by the sender.

The Housing Trust Fund does not knowingly collect or maintain any personal information from children under the age of 13. In addition, no part of our site is designed with the purpose of attracting any person under age 13.

### **How the Housing Trust Fund Uses Personal Information Collected Online**

Unless you otherwise consent, we will only use your personal information for the purpose for which it was submitted (e.g., to reply to your email) and to provide you information, notices and/or announcements concerning our programs or activities.

When we request personal information on a form, we generally include a box where you may indicate whether you would like to be on a mailing list to receive information about us, our programs or activities. You may at any time ask that we add or remove your name from our mailing list by contacting us at [admin@sloctf.org](mailto:admin@sloctf.org).

### **How Your Information May Be Used**

The Housing Trust Fund does not share, rent or sell your personal information. When we send you notices or announcements via email, we send you a blind copy so that other recipients do not see your name or email address. On occasion, we may also send you a notice or announcement for another organization which we believe may be of interest to you. When we send an emailing for another organization, we do not release your name or email address to that organization.

The Housing Trust Fund may from time to time post the names of supporters and contributors on our website or include them in emails or other promotions. We only list the individual names of those who have authorized us to do so. If we list your name in error or you decide to withdraw your authorization, please contact us at [admin@sloctf.org](mailto:admin@sloctf.org) and we will remove your name from our website and exclude it from future emails and promotions.

The Housing Trust Fund may also release personal information under the following circumstances:

- Where the release of information is required by law (including, for example, a subpoena) or regulation; or
- To appropriate persons or agencies, if your communication suggests possible harm to others.

### **Help Us Keep Your Personal Information Accurate**

If your personal information changes or you would like to review the personal information we may have on file, please email us with the new information or your review request at [admin@sloctf.org](mailto:admin@sloctf.org).

### **Computer Tracking and Cookies**

Our web site is not set up to track, collect or distribute personal information on visitors. Our site does, however, log certain non-identifying site usage data, such as the number of hits and visits to our sites, and the website address (not the e-mail address) from which our website was visited. This information is used primarily for internal purposes to provide better services to the public and may on occasion be provided to others. In any case, this data and any reports derived from this data contain no personal information and cannot be used to identify or obtain such information.

A cookie is a small data file that is sent to your browser from a web server and stored on your computer's hard drive to provide easier site navigation and access to forms. We do not use cookies or the information they contain.

### **Problems or Complaints with Housing Trust Fund Privacy Policy**

If you have a complaint about our compliance with these privacy policies, you may contact us at [admin@sloctf.org](mailto:admin@sloctf.org). Complaints are first reviewed internally by the Housing Trust Fund's staff. Complainants may appeal to our Board of Directors.