SAFEGUARDING PERSONAL INFORMATION

The Access Community Action Agency ("Access") makes every reasonable effort to protect the confidentiality of personal information we collect in the course of business by maintaining physical, electronic and procedural safeguards to protect their confidentiality.

Personal information includes, but is not limited to, Social Security numbers, driver’s license numbers, state identification card numbers, account numbers, passport numbers, alien resident numbers, and/or health insurance numbers.

Access to all Access customers’ personally identifiable information as defined above in paragraph two (2) is restricted and limited to those Access staff whose job function necessitates access to such personally identifiable information. Access staff is trained on the proper handling of personal information including Social Security number. Access safeguards the data, computer files and documents containing its customers’ personal information from misuse by third parties, and will destroy, erase or make unreadable all such data, computer files and documents prior to disposal.

Additionally, Access will not unlawfully disclose your personally identifiable information as defined in paragraph two (2) to any third party. Release of personal information by authorized Access staff will only be made after receipt of a completed and signed Authorization for Release of Information (ROI) from our customer.

This privacy policy is disseminated and publicly displayed pursuant to Connecticut Public Act No. 08-167. Access reserves the right to revise this policy and notify its staff and customers of such updates accordingly as regulations are enacted and other developments that define the scope and requirements of this law take place.