



“Privacy of Information and Confidentiality” Policy

The Board of Directors of the Enfield Food Shelf, Inc. and its personnel, as providers of certain services, would like to inform its clients of its policy regarding the privacy and confidentiality of client information. The Board of Directors understands your concerns as a client for privacy and the need to ensure the privacy and confidentiality of your personal information. Your privacy is important to us, and maintaining your trust and confidence is a high priority. The purpose of this notification is to explain our “Privacy of Information and Confidentiality” policy with regard to personal information and how we keep that information secure.

NON-PUBLIC PERSONAL INFORMATION WE COLLECT:

We collect non-public personal information that is provided by you or is obtained by us with your authorization and consent.

WE DO NOT DISCLOSE ANY PERSONAL INFORMATION ABOUT OUR CLIENTS OR FORMER CLIENTS TO ANYONE, EXCEPT AS PERMITTED BY LAW.

We do not disclose non-public personal information about current or former clients obtained in the course of providing services to these clients, except as expressly or impliedly authorized by those clients to enable us to effectuate the purpose of our providing services or as required by law.

CONFIDENTIALITY and SECURITY

We retain records relating to services that we provide, so that we are better able to assist you with your needs and to comply with guidelines or requirements of the law. In order to secure your non-public personal information, we maintain safeguards.

I have read the “Privacy of Information and Confidentiality” policy.

Client Signature _____

Date _____

verified
Adopted on 1/7/2008