

## **RANCHO BERNARDO NEIGHBORHOOD WATCH Privacy Policy**

**Policy:** Rancho Bernardo Neighborhood Watch (RBNHW) is committed to protecting the privacy and security of personal information of all volunteer leaders and residents who share information with the leadership. Any personal information collected by NHW leaders will only be used for official Neighborhood Watch business.

### **Procedures:**

**Website Personal Information:** NHW leaders must give permission in writing before any personal information is placed on the RBNHW website [www.rbnhw.com](http://www.rbnhw.com). The NHW Director and District Coordinators will get written approval from Area Coordinators on the Personal Information Release Form (enclosed) before posting personal information to the website. The completed Forms will be retained by the NHW Storefront Office. The NHW Office Staff will direct the Webmaster to add or change personal information on the website for Districts. The Webmaster will not place personal information on the website without direction from the Storefront staff.

**Resident Contact Information:** Contact information on residents will be collected by Block Captains, Co-Block Captains, or Assistant Block Captains using the approved NHW Contact Information Form (enclosed) for vital information to use in emergency or for conducting Neighborhood Watch business only. The information will be retained by the Block leaders and will not be used for any other purpose than Neighborhood Watch business. Contact information will be shared with Area and/or District Coordinators as backup. Neighborhood Watch leadership contact information will be stored at the NHW Storefront office for use in the Emergency Disaster Alert System (EDAS). Contact information on other residents, besides leaders, may also be stored at the NHW Storefront office at the discretion of the individual NHW leaders.

**Maintenance of Contact Information:** Block leaders should update the Contact Information as changes are reported and annually in August to insure vital contact information is current on all residents for emergencies. Updated copies of Contact Information will be provided to Area Coordinators and/or District Coordinators for backup.

**Need To Know:** NHW Contact Information will only be shared with other NHW leaders on a need to know basis. In other words, if the information is NOT needed to carry out a leader's responsibility, it should not be shared with other NHW leaders.

**Draft:** Feb 7, 2010

**Approved by Board Of Advisers:** Feb 10, 2010