

## Privacy Policy

Federation of Community Council

Unanimously Approve December 2024

1. **Organizational Privacy & Confidential Information.** Respecting the privacy of our constituents, donors, staff, volunteers and of the Federation of Community Councils itself is a basic value of Federation of Community Councils.
  - 1.1. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director or Chair. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.
  - 1.2. Board members, volunteers and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.
  - 1.3. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.
2. **Personal Privacy.** The Federation of Community Councils (FCC) is committed to protecting your privacy. This policy explains how we collect, use, and safeguard your personal information when you interact with us, including through our email sign-up form and any data provided by community councils.
  - 2.1. Information We Collect. We collect the following types of personal information:
    - 2.1.1. List-Serv/Digital Information: This may include your name, email address, phone number, and mailing address when you sign up for our email list or provide information through other digital forms.
    - 2.1.2. Community Council Sign-In Information: We may collect and store personal data provided by community councils, which may include member names, contact information, and other relevant details necessary for community engagement.
  - 2.2. How We Use Your Information. The personal information we collect is used for the following purposes:

- 2.2.1. Communication: To send you newsletters, updates, and other communications related to FCC activities and community council events.
  - 2.2.2. Community Engagement: To facilitate communication and coordination within and between community councils.
  - 2.2.3. Improving Our Services: To enhance our services and address the needs of the community.
- 2.3. Information Sharing and Disclosure. We do not sell, trade, or otherwise transfer your personal information to outside parties except as described below:
  - 2.3.1. With Your Consent: We may share your information with third parties if you have given us explicit permission to do so.
  - 2.3.2. Service Providers: We may share your information with trusted service providers who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential.
  - 2.3.3. Legal Requirements: We may disclose your information if required to do so by law or in response to valid requests by public authorities (e.g., a court or government agency).
  - 2.3.4. Community Councils: We may share your information with the Community Council Chair or President of whichever list-serv you subscribed to. See the FCC *Electronic Mailing List Policy* for specifics on when this can occur.
- 2.4. Data Security. We implement a variety of security measures to maintain the safety of your personal information. However, no method of transmission over the Internet or electronic storage is completely secure, and we cannot guarantee its absolute security.
- 2.5. Data Retention. We will retain your personal information only for as long as is necessary for the purposes set out in this Privacy Policy, or as required by law.
- 2.6. Your Rights. You have the following rights regarding your personal information:
  - 2.6.1. Correction: You can request that we correct any inaccuracies in your personal information.
  - 2.6.2. Opt-Out: You can opt out of receiving future communications from us by following the unsubscribe link in our emails.
- 3. **Changes to This Privacy Policy.** We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date. We encourage you to review this Privacy Policy periodically to stay informed about how we are protecting your information.

4. **Contact Us**

If you have any questions about this Privacy Policy or the information we hold about you, please contact us at:

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Suite 100  
Anchorage, AK 99503  
(907) 277-1977  
[info@communitycouncils.org](mailto:info@communitycouncils.org)