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## PERSONAL INFORMATION PROTECTION POLICY

Approved by the Board of Directors on 01222017

Revised by the Board of Directors on 06232019

### Policy Purpose

To establish the conditions for protection and disclosure of personally identifiable information and protected health information maintained by Peace Through Action® USA (the "Corporation").

### Definitions

1. Confidentiality—The duty of persons entrusted with information to keep that information private.
2. Interested Person—Any director, officer, employee, contractor, volunteer, beneficiary of the Corporation's programs and services, or other individual with a specific interest in the Corporation.
3. Personally Identifiable Information—Information that can be used on its own or with other information to identify, contact, or locate a person, or to identify an individual in context.
4. Privacy—The right of a person to keep their information private.
5. Private—Belonging to or for the use of one particular person.
6. Protected Health Information—Individually identifiable health information.
7. Security—The means by which a person or organization ensures privacy and confidentiality of information.

### Policy

1. Peace Through Action® USA (the "Corporation" aspires to protect the privacy and confidentiality of personally identifiable information and protected health information maintained by the Corporation.
2. The Corporation shall comply with all applicable laws regarding privacy, confidentiality, and security of personally identifiable information and protected health information.
3. The Corporation shall collect personally identifiable information and protected health information only to the extent relevant and necessary for accomplishing a purpose or obligation of the Corporation.
4. The Corporation shall maintain personally identifiable information and protected health information in secure technology systems and by way of secure physical safeguards.
5. The Corporation shall not disclose to any other person or organization by any means of communication personally identifiable information or protected health

information of any person without prior written consent of the person, except in cases where disclosure of such information is required by law.

6. The Corporation shall notify persons of unauthorized disclosures of their personally identifiable information or protected health information, except when prohibited by law from making such notifications.
7. The Corporation shall permit persons to review and request correction of their personally identifiable information and protected health information maintained by the Corporation.
8. The Corporation shall establish procedures for the storage, retrievability, access controls, alteration, retention, and disposal of personally identifiable information and protected health information maintained by the Corporation.
9. The Corporation instructs interested persons of the Corporation's personal information protection policy by an orientation to the policy, notices in the organization's print and online materials, and the distribution of policy and procedures.