



Emerald South Economic Development Collaborative
503 East 61st Street
Box #147
Chicago, IL 60637

Confidentiality and Privacy Policy Emerald South Economic Development Collaborative

1. Purpose and Scope

This Confidentiality and Privacy Policy outlines the practices and procedures for protecting sensitive information handled by Emerald South Economic Development Collaborative (hereinafter "Emerald South" or "the Organization"). This policy applies to all employees, board members, volunteers, contractors, and partners working with or on behalf of Emerald South.

2. Definitions

Confidential Information includes, but is not limited to:

- Business strategies and plans
- Financial information and records
- Personal information of employees, clients, and partners
- Project details and proposals
- Community development initiatives
- Proprietary methodologies and processes
- Grant applications and funding details
- Partnership agreements and negotiations
- Economic development data and analysis

3. General Principles

3.1. All individuals associated with Emerald South must:

- Maintain the confidentiality of sensitive information during and after their association with the organization
- Access confidential information only when necessary for legitimate business purposes
- Never use confidential information for personal benefit or advantage
- Report any potential breaches of confidentiality immediately

3.2. Privacy Protection:

- Personal information will be collected only with explicit consent
- Data collection will be limited to information necessary for business operations
- Information will be stored securely and accessed only by authorized personnel
- Data retention periods will comply with legal requirements and business needs

4. Information Handling Procedures

4.1. Document Management:

- Confidential documents must be clearly marked as such
- Physical documents must be stored in locked cabinets
- Digital files must be password-protected and encrypted where appropriate
- Proper destruction methods must be used for obsolete documents

4.2. Electronic Communications:

- Use secure, encrypted channels for transmitting sensitive information
- Verify recipient information before sending confidential data
- Implement strong password policies and two-factor authentication
- Regular security updates and maintenance of IT systems

5. Third-Party Relations

5.1. Partner Organizations:

- Must sign confidentiality agreements before accessing sensitive information
- Are subject to the same privacy standards as internal staff
- Must demonstrate adequate security measures for handling shared data

5.2. Contractors and Consultants:

- Required to sign non-disclosure agreements
- Access limited to information necessary for their specific role
- Must return or destroy confidential information upon project completion

6. Data Privacy Rights

6.1. Individual Rights:

- Right to access personal information

- Right to request corrections to inaccurate data
- Right to know how personal information is used
- Right to request data deletion where appropriate

6.2. Organizational Responsibilities:

- Maintain accurate records of personal data processing
- Respond to privacy-related requests within 30 days
- Provide transparent information about data usage
- Implement appropriate security measures

7. Breach Response Protocol

7.1. In case of a privacy breach:

- Immediate notification to management
- Assessment of breach scope and impact
- Notification to affected parties as required by law
- Implementation of corrective measures
- Documentation of incident and response

8. Training and Compliance

8.1. Regular Training:

- Annual privacy and confidentiality training for all staff
- Updates on new privacy regulations and requirements
- Practical guidance on information handling
- Documentation of training completion

8.2. Compliance Monitoring:

- Regular audits of information handling practices
- Review of access logs and security measures
- Updates to procedures based on audit findings
- Disciplinary actions for policy violations

9. Policy Review and Updates

9.1. This policy will be reviewed annually and updated to reflect:

- Changes in applicable laws and regulations

- New organizational practices and requirements
- Technological advancements and security needs
- Lessons learned from any incidents

10. Contact Information

For questions or concerns regarding this policy, contact:
Marcheta Pope, Operations Manager and Privacy Officer
Emerald South Economic Development Collaborative
marcheta.pope@emeraldsouth.org

11. Acknowledgment

All individuals subject to this policy must acknowledge their understanding and agreement to comply with its terms.

Date of Last Review: [2021]

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