



Protection of Personal Information Policy

Community Renewal Team, Inc. ("CRT") makes every reasonable effort to protect the confidentiality of personal information we collect in the course of business by maintaining physical, electronic and procedural safeguards to protect their confidentiality. Personal information includes, but is not limited to: Social Security numbers, driver's license numbers, state identification card numbers, account numbers, passport numbers, alien resident numbers, and/or health insurance numbers.

Access to all of CRT's employees' and customers' personally identifiable information as defined above in paragraph one (1) is restricted and limited to those CRT staff whose job function necessitates access to such personally identifiable information. CRT staff is trained on the proper handling of personal information including Social Security numbers. CRT safeguards the data, computer files and documents containing its customers' personal information from misuse by third parties, and will destroy, erase or make unreadable all such data, computer files and documents prior to disposal.

Additionally, CRT will not unlawfully disclose employees' and customers' personally identifiable information as defined in paragraph one (1) to any third party. Release of personal information by authorized CRT staff will only be made after receipt of a completed and signed Authorization for Release of Information (ROI) from an employee or customer.

This privacy policy is disseminated and publicly displayed pursuant to Connecticut Public Act No. 08-167. CRT reserves the right to revise this policy, and notify its staff and customers of such updates, as new regulations are enacted, or as the scope and requirements of customer and employee privacy are redefined.