

Pozzi Recycles

Personal Information Protection Policy

Pozzi Recycles is committed to safeguarding the personal information entrusted to it by its supporters. The company manages all personal information in accordance with California's *Online Privacy Protection Act*.

This policy outlines the principles and practices the company follows in protecting personal information.

It also applies to Pozzi Recycles and to any person providing services on our behalf. A copy of this policy is provided to any and all supporters upon written or verbal request.

What is Personal Information?

Personal information means information about an identifiable individual. This includes but is not limited to an individual's name, home address, phone number, and email address.

What Personal Information does the company collect?

The company collects only the personal information needed for the purposes of providing services to our supporters. Such as information needed to:

- ✓ Deliver services efficiently
- ✓ Enroll supporters efficiently.
- ✓ Send out tax deductible information efficiently.

The company commonly collects members' personal information directly from its supporters during registration. It may also collect information from other persons with proper consent or as authorized by law.

The company informs its supporters of the purposes for which it is collecting the information, before or at the time of collecting personal information. The only time it doesn't provide this notification is when a supporter volunteers information for an obvious purpose.

Supporter Consent

The company will ask for consent to collect, use or disclose client personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. It may also assume your consent in cases where you volunteer information for an obvious purpose.

The company will assume your consent to continue to use and, where applicable, disclose personal information that we have already collected, for the purpose for which the information was collected.

The company will ask for your express consent for some purposes and may not be able to provide certain services if you are unwilling to provide consent to the collection, use or disclosure of certain personal information. Where express consent is needed, the company will normally ask clients to provide their consent verbally (in person or by telephone) or in writing (by signing a consent form).

In cases that do not involve sensitive personal information, the company may rely on “opt-out” consent. For example, it may disclose contact information to other organizations that it believes may be of interest, unless requested that the company do not disclose the information. Supporters can do this by checking the appropriate box on their registration form or by updating their account information at the company website.

Supporters may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for the company to fulfill its legal obligations.

**The company may collect, use or disclose member personal information without consent only as authorized by law. **

How Does the Company Use and Disclose Information?

The company will use and disclose member personal information only for the purpose, for which the information was collected, except as authorized by law. For example, it may use supporter information to deliver goods and services.

How does the company safeguard Personal Information?

The company makes every reasonable effort to ensure that personal information is accurate and complete. It relies on supporters to notify it if there are any changes to their personal information that may affect their relationship with the organization.

In some cases the company may ask for a written request for correction.

The company will make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

The company will use appropriate security measures when destroying personal information, including shredding paper records and permanently deleting electronic records.

Access to Records containing Personal Information?

Supporters have a right to access their own personal information on record that is in the custody or under the control of Pozzi Recycles, subject to some exceptions.

If the company refuses a request in whole or in part, it will provide the reasons for the refusal. In some cases where exceptions to access apply, it may withhold that information and provide you with the remainder of the record.

Supporters may make a request for access to their personal information by writing to the company email of Pozzi Recycles. They must provide sufficient information in their request to allow the company to identify the information they are seeking.

Supporters may also request information about the company's use of their personal information and any disclosure of that information to persons outside the organization. In addition, they may request a correction of an error or omission in their personal information.

The company will respond to supporter requests within 60 calendar days, unless an extension is granted. It may charge a reasonable fee to provide information, but not to make corrections.

Questions and Concerns?

For any questions or concerns about any collection, use or disclosure of personal information by Pozzi Recycles or about a request for access to personal information, please contact Pozzi Recycles.

