

---

## ADMINISTRATION POLICY

---

**Title:** PRIVACY POLICY

**Doc ID:** AD2008

**Date Established:** 7/21/15

**Revision:** 0.02

**Date Last Revised:** 7/21/15

**Committee:** Administrative

**Next Revision Review:** 7/21/17

**Written by:** R. Anderson, S. Anderson, C. Wilson

**Approved by:** BOD

**Notes:** Policy provides for ECI Privacy standards and process, including required data for verification.

---

### Table of Contents

---

POLICY STATEMENT	2
Background	2
Purpose	2
Applicability	2
Definitions	2
Responsibility	3
History	3
Updates	3
Website Address	3
RELATED DOCUMENTS	4
APPENDIX	5

---

## **Policy Statement**

---

EnviroCert International, Inc. (ECI) will limit the collection of personal information for purposes of Professional Certification. ECI will take reasonable steps to safeguard the privacy of personal information collected or maintained by ECI for purposes of verification. ECI has an obligation to the public and stormwater community to ensure that all Applicants, In-Training Certificate Holders, Professional Certificate Holders, and/or Volunteers provide valid and truthful information collected for Professional Certification purposes and verification. As such, ECI will adopt and follow the principles enumerated in Appendix A of this policy.

### **BACKGROUND**

ECI is committed to the free flow of information that can help consumers make good marketplace decisions. ECI is also committed to promoting and protecting the privacy rights of individuals, as enumerated in state and federal statutes.

### **PURPOSE**

To protect and safeguard personal information collected during the application or ongoing management of applicants, In-Training Certificate Holders, Professional Certificate Holders, and/or Volunteers.

### **APPLICABILITY**

This policy applies to all applicants, In-Training Certificate Holders, and Professional Certificate Holders, and ECI staff and volunteers.

### **DEFINITIONS**

*Applicant:* A person who has applied or is in the process of applying for an ECI certification.

*In-Training Certificate Holder:* Any person who currently holds an In-Training certificate for an ECI certification. In-Training Certificate Holders do not meet requirements for full certification but do meet minimum requirements for In-Training.

*Professional Certificate Holder:* Any person who currently holds an ECI certification.

## **RESPONSIBILITY**

### **Applicants, In Training Certificate Holders, Professional Certificate Holders, and Volunteers**

- Not to release any verbal or written personal information concerning any other applicant, In-Training Certificate Holders, Professional Certificate Holders, ECI staff member, or volunteer.
- Applicants, In-Training Certificate Holders, Professional Certificate Holders and volunteers will be required to provide privacy related information directly and only to designated ECI staff.

### **ECI Board and Committee Members**

- Applicants, In-Training Certificate Holders, Professional Certificate Holders, and volunteers' information (name, address, phone number and email only) may be provided certain information for purposes of coordination, outreach, and other appurtenant purposes.

### **ECI Staff**

- ECI Staff will not release any verbal or written personal information concerning any applicant, In-Training Certificate Holders, Professional Certificate Holders, ECI staff member, or volunteer without specific written permission from the applicant, In-Training Certificate Holders, or Professional Certificate Holders. Under no circumstances will ECI staff release education transcripts, birth certificates, and or other legal documents that have been provided to ECI as part of the certification process.
- ECI staff may change emails and addresses as well as password reset related information.
- Only ECI Directors or Managers will be permitted to change database information of any applicant, In-Training Certificate Holders, Professional Certificate Holders, ECI staff member, or Volunteers.
- ECI Directors or Managers will require written authorization for change(s) of information of any applicant, In-Training Certificate Holders, Professional Certificate Holders, ECI staff member, or Volunteers. Such changes will only occur after suitable proof of identification has been obtained.
- ECI Directors or Managers shall require valid government approved identification (and additional documentation as deemed necessary) for any name changes.

### **Organizations under a Memorandum of Understanding (MOU)**

- ECI may provide Applicants, In-Training Certificate Holders, Professional Certificate Holders, and volunteer's information (name, address, phone number and email only) for purposes of coordination, outreach, and other appurtenant purposes where ECI has an MOU and has

been assured that there will be no third party sharing of information.

## **HISTORY**

State and Federal laws and regulations require privacy of personal information

## **UPDATES**

This policy should be reviewed every two (2) years by the Administrative Committee and revised as necessary.

## **WEBSITE ADDRESS**

None

---

## **Related Documents**

---

### **ECI Documents:**

Website Certification Policies and Procedures

Policy PS6012.01-15 - Application Evaluation

Policy PS6011.01-15 - In-Training Policy

Policy PS6005.01-14 - Computer, Email, and Internet Use

Policy PS6003.01-14 - Professional Development

### **Other Documents:**

---

## Appendix A

---

### ECI PRIVACY PRINCIPLES

- I. **ECI will collect personal information on individuals only as allowed by law.** ECI limits the collection of personal information to what is relevant and necessary to accomplish verification of identity for certification purposes. For example, ECI needs to know your address, telephone number, and birthdate, among other things, to properly identify the person before issuing a professional certification. Personal information, as defined in the Information Practices Act, is information that identifies or describes an individual including, name, date of birth, physical description, home address, home telephone number, education, financial matters, and medical or employment history.
  
- II. **ECI does not collect home, business or e-mail addresses, or account information from persons who simply browse our Internet Web sites.** The information that we automatically collect includes your domain name or Internet Protocol address, the type of browser and operating system you used, date and time you visited the site, Web pages you visited, and any forms you downloaded. Cookies are simple text files stored on your computer by your Web browser. We do not use cookies to collect or store personal information. We collect personal information about you through our Web site only if you provide it to us voluntarily through e-mail, registration forms, or surveys.
  
- III. **ECI informs people who provide personal information to ECI the purpose for which the information is collected.** We tell persons who are asked to provide personal information about the general uses that we will make of that information. We do this at the time of collection. With each request for personal information, we provide information on the authority under which the request is made, the principal uses we make of the information and the possible disclosures we are obligated to make to other government agencies and to the public.

- IV. **ECI informs people who provide personal information about their opportunity to review that information.** ECI allows individuals who provide personal information to review and maintain the information and verify its accuracy or completeness through the Certification Management System (CMS). Critical information, such as name changes, will require a valid Government-issued Identification or legally binding document.
  
- V. **ECI uses personal information only for the specified purposes, or purposes consistent with those purposes, unless we get the consent of the subject of the information, or unless required by law or regulation.** At the same time, there are exceptions in both state and federal law to the public's right to access public records. These exceptions serve various needs including maintaining the privacy of individuals.
  
- VI. **ECI uses information security safeguards.** We take reasonable precautions to protect the personal information on individuals collected or maintained by ECI against loss, unauthorized access, and illegal use or disclosure. On our Web sites, we protect the security your personal information during transmission by using Secure Sockets Layer (SSL) software, which encrypts the information you type in. Personal information is stored in secure locations. Our staff is trained on procedures for the release of information, and access to personal information is limited to those staff whose work requires it. Confidential information is destroyed according to ECI's records retention schedule. ECI conducts periodic audits to ensure that proper information management policies and procedures are being followed.