

Snohomish County Volunteer Search and Rescue (SCVSAR) Personal Identifiable Information Collection and Use Policy

Purpose:

To define what Snohomish County Volunteer Search and Rescue (SCVSAR) does with personal identifiable information (PII) that it collects.

Definitions:

Personal identifiable information (PII). Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. Further, PII is defined as information: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors). Additionally, information permitting the physical or online contacting of a specific individual is the same as personally identifiable information. This information can be maintained in either paper, electronic or other media.

Procedure:

- SCVSAR collects PII from applicants, members and includes PII for the emergency contacts they identify. This information is shared with Snohomish County Department of Emergency Management (DEM) and Snohomish County Sheriff's Office (SCSO) for the purposes of conducting background checks and personnel management. SCVSAR also collects and retains the birthdate of applicants and members for the purpose of identifying persons under the age of 18 years. SCVSAR does not retain PII in the form of social security number or race. SCVSAR will not share any applicant's, member's, or emergency contact's PII with any other persons or entities except as noted below.
- SCVSAR collects PII in the form of name, telephone numbers, addresses, and e-mail addresses from donors and members. This information may be shared with vendors for the purpose of contacting or disseminating SCVSAR information or solicitations, or as required by government regulations, or as required by application for grants or donations from foundations and similar types of donor organizations. SCVSAR will not share donor's, or members PII with any other individuals or entities.
- Members may self-correct their existing PII in the SCVSAR website data base, by signing onto the restricted access section of www.SCVSAR.org, or contacting their unit's

membership coordinator. Donors may contact SCVSAR at Taylor's Landing, 5506 Old Machias Road, Snohomish, WA 98290