

HERKIMER COUNTY LAND BANK

PRIVACY POLICY

Section 1

Purpose

This Privacy Policy describes how the Herkimer County Land Bank Corporation (“HCLB”) collects, uses, discloses, and disposes of Personal Information.

Section 2

Definitions

“Personal Information” is any information that relates to an identified or identifiable person. Examples of Personal Information include a person’s name, address, telephone number, email address, and other information relating to that person. Personal Information also includes “Private Information” as defined under New York State Law, which includes but is not limited to a person’s social security number, passport number, driver’s license number, bank account information, and other similar information.

Section 3

Collection of Personal Information

HCLB only collects Personal Information for its operational purposes. HCLB does not collect information about any person unless that information is provided to us by the person, the person has authorized us to collect the information, the information is provided to us by a third party who we reasonably believe has the right to provide the information to us, or the information is publicly available. HCLB generally does not collect Personal Information about visitors to its website. HCLB may receive personal information via email directly from an individual, in which case such information is collected, used, disclosed, and disposed of pursuant to the requirements of this Privacy Policy.

Section 4

Use of Personal Information

HCLB’s use of Personal Information depends on the type of information and the purpose for which it was collected. For example, HCLB may use information about an individual in connection with that individual’s application to purchase a property, including contact information, financial information, and other information necessary to evaluate the individual’s eligibility to purchase a property. HCLB also may use information about individuals who seek employment with the HCLB, including contact information, employment history, and other similar information relevant to employment or an application for employment.

Section 5

Disclosure of Personal Information

HCLB discloses Personal Information when disclosure is:

- (1) Necessary to perform a transaction or to operate a program authorized by law or regulation
- (2) Made pursuant to court order or by law
- (3) For the purpose of validating the identity of a person or eligibility to participate in transaction or program
- (4) Solely for statistical purposes and is in a form that cannot be used to identify any specific individual.

Section 6

Retention and Disposal of Personal Information

HCLB retains Personal Information when necessary for operational purposes or required by law. When HCLB disposes of personal information, it uses methods to protect the confidentiality of Personal Information, which may include shredding documents, electronically wiping hard drives, and taking other measures that comply with best practices and New York State law, particularly with respect to disposal of Private Information such as social security numbers.

Section 7

Access to Personal Information

Any individual may submit a request for access to Personal Information about that individual. HCLB will respond promptly to such request but may require the individual to provide evidence of their identity before providing any information. Any user may submit a request to the HCLB in writing to the address below.

Herkimer County Land Bank

Attn: HCLB Chairman

109 Mary Street, Suite 1310

Herkimer, New York 13350

The request must be accompanied by reasonable proof of the identity of the person making the request. Reasonable proof of identity may include verification of a signature, inclusion of an identifier generally known only to the person, or similar appropriate identification. Unless otherwise provided by law, within 5 business days of receiving a request from an individual for records relating to that individual, HCLB will provide access to the information, deny access in writing (stating the reason for the denial), or will acknowledge receipt of the request in writing and state the approximate date when the request will be granted or denied.

Section 8

Correction of Personal Information

Unless otherwise provided by law, within 30 business days of receiving a request from an individual for correction or amendment of records relating to the individual, HCLB will either make the amendment or correction (in whole or part) or inform the individual in writing of a refusal to amend or correct the information, including the reason for refusing to make the amendment or correction.

Section 9

Security Information

HCLB uses physical, administrative, and technical controls to protect Personal Information provided to us that are consistent with the requirements of New York State law and standard industry practices for securing Personal Information. Examples of procedures that the HCLB uses include maintaining secure offices, limiting access to Personal Information only those who need access to perform their job duties, and using computer security protections. In the event that we discover unauthorized access to or disclosure of Personal Information or Private Information, HCLB will notify affected individuals as required by applicable law.

Contact Information

If you have any questions about this Privacy Policy, please contact us at:

Email: hclb@herkimercountyny.gov

Mail:

HCLB

109 Mary Street, Suite 1310

Herkimer, New York 13350

Phone: 315-867-1650

HCLB Code of Ethics

Adopted: December 12, 2024

Amendments: None