# DISCLOSURES

Epicenter began in 2009 as a program of the Green River Positive Action Community Team (PACT), a registered 501(c) (3) charitable organization. In September 2014, Epicenter received designation from the IRS as an independent charitable organization, separate from PACT. All tax filings (Form 990s) prior to September 2014 are included in PACT's overall reports. Epicenter filed its first independent Form 990 at the end of the fiscal year ending June 30, 2015.

This page contains the following disclosures and topics: non-discrimination statement, privacy policy, conflict of interest policy, bylaws, financial reports, GuideStar reports, and other internal reports. Contact us if what you are seeking is not available on this page.

## NON-DISCRIMINATION STATEMENT

Epicenter fully supports the principles of the Fair Housing Act (Title VIII of the Civil Rights Act of 1968), as amended, which generally prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). In addition, Epicenter is required to comply, in all respects, with all state and federal laws.

## **CONFLICT OF INTEREST POLICY**

Epicenter's Conflict of Interest Policy constitutes Article X of its <u>Bylaws</u>.

#### **PRIVACY POLICY**

Epicenter is committed to maintaining your confidence and trust, and accordingly maintains the following privacy policy to protect your personal information.

#### **Epicenter's Commitment to Security**

Epicenter utilizes PayPal for online donations, which has <u>its own</u> privacy policy and procedures that encrypt billing information wherever requested online. Personal information is accessible only by staff designated to handle complaints or requests. All Epicenter agents and contractors with access to personal information are also bound to adhere to this policy as part of their contract with Epicenter.

### **Personal Information that Epicenter May Collect**

For donors, Epicenter collects the following types of personal information: names, postal and e-mail addresses, and phone and facsimile numbers. For program participants, Epicenter additionally collects (when appropriate for verifying program applicability) ages of participants/clients, identification documents, household income including place of employment, and proof of disability when applicable. All personally identifying information collected on clients/participants is not accessible to those other than the applicable program staff. When reporting to grantors or agency partners, no personally identifying information is shared.

#### **How Epicenter May Use Personal Information**

Unless you consent, Epicenter will use your personal information for the purpose for which it was submitted such as to apply for assistance programs, and we will use such information to provide operational notices, and in program recordkeeping. The collected information may lead to the reporting to Epicenter's funding and agency partners and/or publication of aggregate demographic data but will not result in the reporting or publication of any personal information provided to us. The use of your name in such things as press releases will require that you provide explicit permission for the publication of your name; you may update your preference at any time by contacting us in person, by phone, or via e-mail. At certain points where personal information is collected on our site, there may be a box where you may indicate you would like to be on a list to receive information about other Epicenter programs and services and about ways to support Epicenter. At any time you can add or remove your name from our mailing list by contacting us at info@ruralandproud.org

# How Your Information May Be Shared

- Epicenter never sells or rents personal information. We will release personal information under the following circumstances:
- Where release is required by law (for example, a subpoena) or regulation, or is requested by an agency for governmental investigative purposes or governmental proceedings;
- To appropriate persons, where your communication suggests possible harm to others.

# Help Us Keep Your Personal Information Accurate

If your personal information changes or you would like to review the personal information we may have on file, please e-mail us with the new information at info@ruralandproud.org.

# **Computer Tracking**

Our web site is not set up to track, collect, or distribute personal information not entered by its visitors. Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to provide better services and may also be provided to others, but again, the statistics contain no personal information and cannot be used to gather such information.

# Problems

If you have a complaint about Epicenter's compliance with this privacy policy, you may contact us at info@ruralandproud.org.



