

Privacy Policy for Texas Association of REALTORS® Disaster Relief Fund

I. What is personal information?

Personal information includes an individual's name in combination with any one or more of the following items:

- (A) social security number,
- (B) date of birth,
- (C) government-issued identification number;
- (D) unique electronic identification number, address, or routing code; and
- (E) account number or credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account;
- (F) telecommunication access device, as defined by Section 32.51, Texas Penal Code.

II. How is personal information collected?

The Disaster Relief Fund obtains personal information in the following ways:

1. In driver's license or other government-issued identification copies to confirm applicant residency and/or identify applicants;
2. In supporting documentation provided by applicant; and
3. In donations made by personal check or credit card.

Individuals may send the information to the Disaster Relief Fund by mail, online submission via TexasRealEstate.com, or e-mail. Individuals may occasionally provide personal information to the Disaster Relief Fund and Texas Association of REALTORS® employees by other means such as telephone calls or e-mail messages in order to expedite an application or donation in which the individual is involved.

III. How and when is the personal information used?

Personal Information from Applicants: Personal information is used from applicants during the application review process. Driver's license information (or other government-issued identification information) may be obtained for identification and residency verification purposes, and financial information containing account information may be submitted by applicants to support a claim for relief funds.

Personal Information from Donors: Personal information may be used from donors when processing donations. Credit card and personal check information may be used for the payment of donations.

IV. How is the personal information protected?

Written files are protected under lock and key for no longer than one (1) year after personal information is provided. After the requisite time period,

the personal information is destroyed and no longer retained by the association.

Electronic records are protected under an access name and password assigned to employees of the Texas Association of REALTORS® and personal information such as credit card numbers are encrypted.

The Disaster Relief Fund and the employees of the Texas Association of REALTORS® exercise reasonable discretion when discussing any personal information with others and releases personal information to others only as described by this policy.

V. Who has access to the personal information?

The following persons have access to personal information in the Disaster Relief Fund's files:

1. the Disaster Relief Fund Board of Directors;
2. the Disaster Relief Fund Liaison;
3. the Legal Department of the Texas Association of REALTORS®;
4. the IT Applications Developer of the Texas Association of REALTORS®;
5. the Controller of the Texas Association of REALTORS®; and
6. the Staff Accountant of the Texas Association of REALTORS®.

Personal information from an individual may be discussed with others only as is reasonably necessary to provide the services the individual seeks from the Disaster Relief Fund and/or Texas Association of REALTORS®.

If the Disaster Relief Fund is required by law to allow others to access the personal information in the Disaster Relief Fund's files, the Disaster Relief Fund will comply with the law (for example, compliance with court orders, subpoenas, or governmental investigations). The Disaster Relief Fund will also allow law enforcement agencies access to personal information in order to cooperate with such investigations.

VI. How is the personal information disposed?

The Disaster Relief Fund uses reasonable measures to dispose of personal information. Personal information is usually disposed of by shredding or burning documents, erasing electronic files by means that make the files unreadable or undecipherable, or by eradicating personal information from documents or electronic files in ways that make the personal information unreadable.

To further ensure that all documentation containing personal information is adequately destroyed, the Disaster Relief Fund has retained the following document and record destruction company:

Iron Mountain
1-800-934-3453

Notice: The Disaster Relief Fund asks any person who provides personal information to the Disaster Relief Fund or one of the Texas Association of REALTORS® employees to identify the information at that time as "personal information."