

## Two Rivers Plus 1W1P – Website Privacy Policy

General Data Protection Regulation (GDPR), California Consumer Privacy Act (CCPA) and Lei Geral de Proteção de Dados (LGPD)

The GDPR was adopted by the European Union (EU). The GDPR is a regulation intended to strengthen and unify data protection for all individuals within the EU. It aims to protect the fundamental right to privacy and the protection of personal data.

The CCPA was adopted by the state of California. The act serves to encourage stronger privacy for consumers and promote greater transparency for companies who have an online presence in the state.

Lei Geral de Proteção de Dados (LGPD) serves to protect the fundamental right to privacy and the protection of the personal data of Brazilian citizens. This regulation affects any entity (including websites) that processes Brazilian citizens' personal data.

### What type of information do we collect on our website?

We receive, collect and store any information (correspondence) you enter on our website or provide us in any other way. Currently, we do not use any software tools for tracking. Our website platform, Wix, implements cookies. See Table 1 below to view which cookies Wix implements. We collect personally identifiable information including name, email, communications, comments, feedback, recommendations and personal profile. We do not collect website statistical information including Internet Protocol (IP) addresses.

Table 1.0 Wix Cookies

Cookie Name	Life Span	Purpose
svSession	Permanent	Creates activities and BI
hs	Session	Security
incap_ses_\${Proxy-ID}_\${Site-ID}	Session	Security
incap_visid_\${Proxy-ID}_\${Site-ID}	Session	Security
nlbi_{ID}	Persistent cookie	Security
XSRF-TOKEN	Persistent cookie	Security
smSession	Two weeks	Identify logged in site members

### How do we collect information on our website?

When you conduct a message transaction on our website, as part of the process, we collect personal information you give us such as your name, address, email address and phone number. Your personal information will be used for responding to your initiating the message application or email for watershed plan development, assistance, or technical support.

### Why do we collect information?

We collect Non-Personal Information and Personal Information for the following purposes:

1. To provide and operate Program services;
2. To provide our Users with ongoing customer assistance and technical support;

3. To comply with any applicable laws and regulations.

#### How do we store, use, share and disclose site visitors' personal information?

We do not share or disclose site visitors' personal information as this is designated Not Public Data. Customer correspondence data is kept three years and then deleted or shredded according to the Minnesota Data Practices Act (MS 13.03).

Currently, we do not offer payment services on our website and subsequently no personal information such as payment details (credit card information) is collected through our website.

#### How do we communicate with our site visitors?

We contact our site visitors via website messaging application, email, regular mail, text or telephone when information is requested by said visitor.

#### How do we use cookies and other tracking tools?

Cookies are small pieces of data stored on a site visitor's browser, usually used to keep track of their movements and actions on a site. Currently, we do not utilize any cookies or third-party services such as Google Analytics or other third-party tracking technologies to track personal information. The only cookies we use are part of the Wix platform to run the website.

#### How can you withdraw your consent?

If you don't want us to process your data anymore, please contact at:

Webmaster:

Janine Lovold

218.463.1903

[janine.lovold@roseau.mnswcd.org](mailto:janine.lovold@roseau.mnswcd.org)

#### Privacy Policy Updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

#### Questions and contact information

To access, correct, amend, or delete any personal information we have about you, you will need to fill out a data request form (see page 3) and provide a valid photo ID (see page 4). We will respond to your request within 10 business days. You are invited to contact us at [your email] or send us mail to:

Roseau County SWCD

502 7<sup>th</sup> St SW, Ste 5

Roseau, MN 56751

Webmaster:

Janine Lovold

218.463.1903

[janine.lovold@roseau.mnswcd.org](mailto:janine.lovold@roseau.mnswcd.org)

## Data Request Form – Data Subjects

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***To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.***

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### Contact information

Data subject name:

Name:

Address:

Phone number:

Email address:

### Staff verification

Request date:

Identification provided:

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

We will respond to your request within 10 business days.

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***Note: Inspection is free, but we charge for copies when the cost is over \$10.00.***

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These are the data I am requesting:

Describe the data you are requesting as specifically as possible.

Policy and procedures required by Minnesota Statutes, sections 13.025 and 13.03 (2016)

## Standards for Verifying Identity

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota tribal ID
- A minor individual must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota Tribal ID
  - a Minnesota school ID
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.