

Policy – Internet Web Privacy

This policy describes the fair information practices that govern the collection, maintenance, use, and disclosure of information on websites owned and operated by the Harrison County Rural Electric Cooperative (HCREC). All references to HCREC in this privacy policy include HCREC as well as HCREC-owned or affiliated subsidiaries. Note that certain content and features of some of our websites are restricted to members-only. Unless otherwise provided, all information provided on the HCREC websites are made available subject to this Privacy Policy. By accessing this site or any other HCREC website, you agree, without limitation or qualification, to be bound by this Privacy Policy.

1. Information Collected and Stored Automatically

HCREC automatically collects and stores anonymous information about site visitors to enable us to make the HCREC website more useful and improve the overall quality of the visitor's online experience. Anonymous information refers to data that cannot be tied back to a specific individual. HCREC may collect the following anonymous information from you every time you access the HCREC website:

1. Internet domain from which you access our website (e.g. aol.com, yourschool.edu, yourcompany.com)

2. IP address. An IP address is automatically assigned to your computer or mobile device when you surf the web. In some cases, these addresses may be individually or regionally identifiable. However, even when an IP address is identifiable, it usually takes additional effort to link a particular IP address to a specific individual. For many users, an IP address cannot be linked to a specific individual.
3. Type of browser and operating system used to access our website
4. Date and time of access
5. Pages visited
6. Address of the website (if any) from which you linked to HCREC

Web logs may also be automatically created and used to identify visitors who seek to damage the website, use the website in unauthorized ways, or interfere with operations. Information about users who try to engage in any unapproved activities may be shared with law enforcement agencies. HCREC does not collect any personal information about a routine visitor unless the visitor provides information to HCREC.

2. Personal Information Collection and Use

You do not have to provide any personally identifiable information to visit this website; however, if you use the HCREC website to send HCREC an e-mail, subscribe to a newsletter or e-mail alert, ask for information, or if you provide personally identifiable information through HCREC's website in any other way, HCREC collects and may maintain the information that you provide. Personally identifiable information refers to data that tells us specifically who you are (e.g.

your name, address, phone number, social security number, credit card number, e-mail, electric service characteristics, dispute with HCREC member, etc.). In the situations described above, your personally identifiable information may be shared among HCREC staff, and support services as we deem necessary. Once information reaches the correct office, it will be used in the same manner as comparable information collected in other ways. In no event will HCREC sell, rent or lease your personally identifiable information to any third parties.

3. Linking to other sites

From time to time, the HCREC website may provide links to other websites, not owned or controlled by HCREC, that we think might be useful or of interest to you. We cannot, however, be responsible for the privacy practices used by other website owners or the content or accuracy of those other websites. Links to various non-HCREC websites do not constitute or imply endorsement of HCREC of these websites, any products or services described on these sites, or of any other material contained in them.

4. Security and Data Quality

1. HCREC maintains its website and its information with technical, administrative, and physical safeguards to protect against loss, unauthorized access, destruction, misuse, modification, and improper disclosure. HCREC is committed to maintaining accurate, timely, relevant, and appropriate information about our users. No computer or mobile operating system can ever be fully protected against every possible hazard. HCREC provides reasonable and appropriate security to protect against foreseeable hazards.
2. HCREC requires that employees who have access to personally identifiable information from the website acknowledge in writing that they have read this privacy policy and that they are expected to follow it. Any employee who fails to comply with these rules may be subject to disciplinary action up to and including dismissal.
3. Please note that your e-mail, like most, if not all, non-encrypted Internet e-mail communications, may be accessed

and viewed by other Internet users, without your knowledge or permission, while in transit to us. For that reason, to protect your privacy, please do not use e-mail to communicate information to us that you consider confidential. There are some HCREC websites where we have made special provisions for a more secure environment in which we can exchange information with you.

4. “Phishing” is a scam designed to steal your personal information. If you receive an e-mail that looks like it is from us asking you for your personal information, do not respond. HCREC will never request your passwords, user names, credit card information or other personally identifiable information through e-mail.

5. **Cookie Policy**

A “cookie” is an element of data that a website can send to your browser and store your preferences when you link to that website. It is not a computer program and has no ability to read data residing on your device or instruct your device to perform any step or function. By assigning a unique data element to each visitor, the website is able to recognize repeat users, track usage patterns and better serve you when you return to our site. The cookie does not extract personally identifiable information about you. In order to better understand how HCREC uses cookies, the following descriptions below account for the different types of cookies which may be utilized on our website. **First party cookies** are cookies set by the website you are visiting (e.g. cookies set by HCREC.coop). **Persistent cookies** are cookies which remain on your device for the period of time specified in the cookie. Persistent cookies are activated each time that you visit the website that created that particular cookie. To help serve you better, HCREC uses persistent, first-party cookies to receive and store certain types of information whenever you interact with our website through your computer or mobile device. This information helps us identify return visitors to enhance your user experience, to tailor the website to your preferences and track usage to understand what content is most useful to website visitors. You may update your “cookie” settings on

your device at any time. The help function of your browser should contain instructions to allow you to set your device to accept all cookies, to notify you when a cookie is issued, or to not receive cookies at all. If you use Internet Explorer, [click here](#) to obtain information on how to set your cookie preferences. If you use Google Chrome, [click here](#) to obtain information on how to set your cookie preferences. If you use Firefox, [click here](#) to obtain information on how to set your cookie preferences. If you use Safari, [click here](#) to obtain information on how to set your cookie preferences. Note that if you set your preferences so your device does not receive cookies, certain features of the HCREC website cannot be provided to you, and you may not be able to take full advantage of all the HCREC website content.

6. Uses and Disclosures

1. HCREC uses its website to provide services and information to its members, employees, and members of the public.

2. General

We may share information we collect on our website with companies that provide support services to us (such as auditors, web hosting providers, or call center service providers). These companies may need this information in order to perform their functions. HCREC generally directs recipients to agree to safeguard personal information, to use it only as authorized by HCREC, and to return it or destroy it when no longer required.

3. Legal Process

HCREC could be required to disclose personal information in response to valid legal process, such as a search warrant, subpoena, or court order. Any record keeper faces this possibility. Disclosures may also be appropriate to protect HCREC's legal rights or during emergencies if physical safety is believed to be at risk. HCREC believes that these events are unlikely, but they are possible. HCREC will take reasonable steps to limit the scope and consequences of any of these disclosures.

4. Recruiting Services

Web users can search and apply online for employment

opportunities with HCREC. If you complete a job application online, provide a resume, or disclose other personal information for a recruitment activity, the HCREC Human Resources Department will use your information in the same manner as if you applied by regular mail or in person. The information will only be used for recruiting and employment purposes. It is possible that information about you or about your application will be shared externally to verify the information, to obtain references, or for other employment-related purposes.

7. Subscriptions

You may voluntarily sign up to receive various HCREC newsletters, updates or alerts, and other such communications, directly or indirectly, from HCREC staff. By electing to receive any HCREC communication, you understand that your information will be retained by HCREC and may be added to our contact database. Based upon your election, HCREC may contact you directly concerning other publications or events that may be useful to you. Note that as a recipient of any HCREC-generated communications, you may unsubscribe from future messages via a link at the bottom of each email message or by calling 712-647-2727 to be removed from our contact list. HCREC does not sell, rent, or otherwise share lists of subscribers to HCREC publications, online newsstand services, or list servers.

8. Chat

HCREC may sponsor chat services for their employees and members. Information shared through a chat service may be read by subscribers to the service and may be used or re-disclosed by them. HCREC cannot control or limit the use or disclosure of any personal information shared through a chat service.

9. Changes to this policy

HCREC may change this statement from time to time; when updates are made, the privacy policy version date (located at the bottom of this policy) will also be updated to reflect that a revision occurred. We encourage you to periodically reread this policy to see if there have been any changes that may affect you. This statement is not intended

to and does not create any contractual or other legal rights in or on behalf of any party.

10. Children and Privacy

HCREC is committed to protecting the privacy needs of children and encourages parents and guardians to take an active role in their children's online activities. HCREC's websites do not target and are not intended to attract children under the age of 13. HCREC does not knowingly solicit personal information from children under the age of 13 nor send them requests for personal information.

11. Questions, Access, and Disputes

If you have any questions about this privacy policy, you may send an e-mail to harrisoninfo@hcrec.coop or send regular mail to: Privacy Officer, Harrison County Rural Electric Cooperative, P. O. Box 2, Woodbine, Iowa 5159. If you want to see or correct any information that HCREC has collected about you online, you can make a request to harrisoninfo@hcrec.coop or send regular mail to: Harrison County Rural Electric Cooperative, P. O. Box 2, Woodbine, Iowa 51579.