



DATA PRIVACY POLICY

Information We Collect

Vermont Works for Women only collects personal information about participants that we consider necessary for providing our services in an effective and customized manner.

We collect sensitive information such as income and disability status to better understand the populations we serve and to secure funding from donors interested in aiding specific populations. We collect race and ethnicity data to ensure that we are equitably serving a diverse and representative population.

Our Use of Personal Information

Vermont Works for Women uses personal information to maximize successful program delivery. Information is used to identify a participant's employment needs and to assess each participant's unique situation to better serve the participant.

We also use personal information for aggregated reporting purposes. All data used in reports to donors is compiled into summaries and scrubbed of any and all personally identifiable information; we report data in aggregate so that data is presented as percentages (e.g. X% of participants served live in Chittenden County or X% of participants served have less than a bachelor's degree). A quote from a participant may be disclosed in a report only at the authorization of the participant.

We will not share information with other service providers without participant permission. We will never sell information to third parties.

Security

Vermont Works for Women follows generally accepted industry standards to protect personal information. Basic contact information is stored in a secured server maintained by Vermont Works for Women and our IT contractor. Sensitive personal information is stored in an encrypted case management database and registration system maintained by our database providers. Our case management database provider's software meets current HUD Domestic Violence, HMIS, and Social Security Administration data management and security protocols, FedRAMP ready, as well as minimum required FERPA and HIPAA standards. Likewise, our registration database provider's software is GDPR, CCPA, and PCI DDS compliant.

We treat data as an asset that must be protected against loss and unauthorized access. Besides employing a variety of security techniques to protect against data breaches, Vermont Works for Women staff and volunteers have signed confidentiality agreements, forbidding the disclosure of participant information without consent.

Notice of Policy Modification

If we decide to change our Privacy Policy, we will post those changes to this privacy statement to our homepage and other places we deem them appropriate. We reserve the right to make changes to this Privacy Policy at any time by posting the amended terms on the site. If we make material changes to this Privacy Policy, all amended terms shall automatically be effective 30 days after they are initially posted on the site.