EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION
POLICY BULLETIN NO. 216

SUBJECT: **INTERNET WEB PRIVACY**

PURPOSE:

The purpose of this policy is to outline a set of fair information practices that govern the collection, maintenance, use, and disclosure of personal information on the Egyptian Electric Cooperative website.

POLICY:

1.   Collection Practices

Like most other websites, Egyptian Electric maintains web logs that automatically record basic information about visitors. This information consists of:

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

B.   IP address. An IP address is automatically assigned to your computer when you surf the web. In some cases, these addresses may be individually 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.

C.   Type of browser and operating system used to access our website.

D.   Date and time of access.

E.   Pages visited.

F.   Address of the website (if any) from which you linked to Egyptian Electric.

Egyptian Electric normally only uses web log information in aggregate form to enable us to make our site more useful. Egyptian Electric likes to know which features are popular and how visitors locate the site. Web logs may be 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. Egyptian Electric does not collect any personal information about a routine visitor unless the visitor provides it to Egyptian Electric.

2.   E-mail and Web Forms

If you use our website to send Egyptian Electric e-mail, ask for information, access account information, purchase merchandise, or if you provide personal information in any other way, Egyptian Electric collects and may maintain the information that you provide. Your information may be shared among Egyptian Electric staff and support services as necessary in order to respond to your request. Once information reaches the correct office, it will be used in the same manner as comparable information collected in other ways.

3.   Security and Data Quality

A.   Egyptian Electric maintains its website and its information with technical, administrative, and physical safeguards to protect us against loss, unauthorized access, destruction, misuse, modification, and improper disclosure. Egyptian Electric is committed to maintaining accurate, timely, relevant, and appropriate information about our users. No computer system can ever be fully protected against every possible hazard. Egyptian Electric provides reasonable and appropriate security to protect against foreseeable hazards.

B.   Egyptian Electric requires that employees who have access to personally identifiable information from the website are informed annually of 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.

C.   Routine e-mail sent to Egyptian Electric through this website or otherwise is not necessarily secure against interception. If your communication contains personal information that you consider sensitive, you may not want to use e-mail. Our website does use a Secure Socket Layer (SSL) encryption to protect communications. If your browser supports SSL, then you can share personal information with a high degree of confidence that the information cannot be intercepted and read.

4.   Uses and Disclosures

A.   Egyptian Electric uses its website to provide information to its members, employees, and the general public.

B.   General---
Personal information collected through the Egyptian Electric website may be used from time to time by outside auditors, consultants, and others hired by Egyptian Electric to assist in carrying out financial, management, and other activities. Egyptian Electric generally directs recipients to agree

to safeguard personal information, to use it only as authorized by Egyptian Electric, and to return or destroy it when no longer required.

C.   Legal Process---
Egyptian Electric 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 Egyptian Electric's legal rights or during emergencies if physical safety is believed to be at risk. Egyptian Electric believes that these events are unlikely, but they are possible. Egyptian Electric will take reasonable steps to limit the scope and consequences of any of these disclosures.

D.   Subscriptions---
Egyptian Electric does not sell, rent, or otherwise share lists of subscribers to online newsstand services or list servers.

RESPONSIBILITY

1.   The Executive Vice-President/General Manager, Department Managers, and Supervisors shall be responsible for seeing that this policy is followed and reviewed with employees at least annually.

2.   If you have any questions about this privacy policy, you may send an e-mail to mail to info@eeca.coop or send regular mail to: Egyptian Electric Cooperative, 1732 Finney Road, Murphysboro, IL 62966.

3.   If you want to see or correct any information that Egyptian Electric has collected about you online, you can make a request to info@eeca.coop or send regular mail to: Egyptian Electric Cooperative, 1732 Finney Rd, Murphysboro, IL 62966.

4.   If you want to see or correct information, you will be asked to provide sufficient proof of identity, such as a driver's license, passport, or other documentation.

Adopted: August 24, 2004   Attested: Gilbert Kroening, Secretary
Revised: 03/27/2012   Attested: Kevin Liefer, Secretary
Revised: 8/29/2017   Attested: Paul Hicks, Secretary