

# **Vets Journey Home - Wisconsin, Inc.**

## **Privacy Policy**

(Approved by the Board of Directors – Draft)

### **Section I – General:**

1.1 Vets Journey Home - Wisconsin, Inc. from time to time may ask for personal information. We want to clarify what information we would collect and how it would be used. Vets Journey Home - Wisconsin, Inc. from here on is called the “organization”.

1.2 All requests for information will supply a privacy policy specific to the information requested or will reference this policy when none is available.

1.3 This organization will never ask you for your social security number, your VA file number, credit card number or any information that may cause identity theft. Anyone trying to request this information using our name should be reported to us immediately at [thief@vetsjourneyhome.org](mailto:thief@vetsjourneyhome.org) . Also send the information to the FBI as being of suspicious origin.

1.4 All credit card transactions are done through our credit card service. Our service is Network For Good. All credit card transactions originate from our website only never through email.

### **Section II – Retreats:**

2.1 Information collected is for retreat purposes and will never be given out by anyone within this organization without written consent by the veteran.

2.2 This information is gathered strictly for **statistical information only!**

2.3 At no time will a staff member of this organization use this information except to notify you with written or electronic correspondence and only in the nature of their duties. Your information is classified confidential and only a limited number of staff members will have access.

2.4 This organization will use this information in statistical format for the purpose of obtaining grants or types of requests that require organization statistical information.

2.5 At no time will organization staff reveal any live personal information other than in statistical format. (ex. Number of disabled veterans – 25)

2.7 Any violations to this policy would be means for immediate dismissal.

### **Section III – Case Studies:**

3.1 Information collected for case studies will only be used for the purpose of the study.

3.2 Information that is collected and is part of a grant may be released to the grantor to fulfill the requirements of the grant.

3.3 If the case study is done anonymously and electronically across the internet, no tracking devices will ever be used to detect the location of the person submitting the information.

3.4 Case study information may be published if so stated or provided to organizations looking for information that was collected by the study. In other words these studies can be shared amongst several organizations.

### **Section IV – Support Groups:**

4.1 All information collected in a support group run by the organization is for record keeping purposes only. This information is retained to cover the group by law.

4.2 Any information obtained is strictly confidential and organization staff will record this information for historical purposes only.

4.3 No information obtained while in a support group will ever be released to the general public or any organization. This is to protect the privacy of the group and/or a participant.

### **Section V – Law Enforcement:**

5.1 In cases where law enforcement is in process of an investigation, certain records and/or files will be released in cooperation with the investigating agency.

5.2 Investigating agencies as defined in this policy are local police, state police, Federal Bureau of Investigation, Homeland Security and Central Intelligence Agency.

5.3 All other agencies and legal officials will require a court order or warrant to obtain records of a personal or private nature for your protection.