

At Freeborn Mower Cooperative Services (FMCS), we value the trust that our members place in us. FMCS has a fiduciary responsibility to our members and vendors. The purpose of our Privacy Policy is to protect the privacy and confidentiality of the members. No action can be taken involving the member, without the prior consent of the member.

1. Recognition of a Member's Expectation of Privacy

FMCS recognizes and respects that our members expect privacy and confidentiality in all dealings with the Cooperative and pledge that FMCS will take the steps necessary to protect the privacy of information shared with the company.

2. Collection, Use and Retention of Member Information

Freeborn Mower Cooperative Services collects, uses, and retains information about individual members when it is necessary and as a part of providing our members reliable services. FMCS will never utilize data obtained from individual members without the permission of the member.

3. Maintenance of Accurate Information

FMCS has established procedures so that our members' financial information is accurate, current and complete in accordance with reasonable commercial standards. FMCS staff also responds to requests to correct inaccurate information in a timely manner.

4. Limiting Employee Access to Information

The management of FMCS limits employee access to information to those with a business reason for knowing such information. FMCS educates its employees on the importance of maintaining member confidentiality and we enforce our privacy policies with appropriate disciplinary procedures.

5. Protection of Information by Means of Security Procedures

Freeborn Mower Cooperative Services business information is protected by industry standard firewalls, encryption, and password protection. FMCS enforces security procedures to protect confidential information from loss, misuse, or alteration.

6. Restrictions on Use and Sharing of Personal Information

FMCS collects, uses, and retains information about individual members when it is necessary and as a part of providing our products and services. FMCS will never utilize data obtained from individual member without the permission of the member.

FMCS will not reveal specific information about member accounts or other personally identifiable data to unaffiliated third parties for their independent use except as follows:

1. when the information is required to complete a transaction initiated by the member;
2. when the member requests it;
3. when disclosure is required by law (e.g. subpoena, investigation of fraud, etc); or
4. when the member has been informed about the possibility of disclosure for marketing or similar purposes through a prior communication, and the member is given the opportunity to decline or "opt out".

7. Business Relationships with Third Parties and Employment

FMCS agrees that the Cooperative will not share information with third parties that do not adhere to similar privacy principles and practices for keeping such information confidential.

FMCS will not disclose employment application information to third parties, unless a release is signed by the applicant, and after 6 months, will appropriately dispose of employment applications and any other pertinent information regarding the application.

8. Disclosure of Privacy Principles to Members

FMCS posts the privacy policy at the Freeborn Mower Cooperative Services business location.

SIGNED: Roger Weness
Board Chairman

REVIEWED: 02-26-16