



# Privacy Policy

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In connection with your potential use of the financial resources provided through CDFA, the disclosure of certain confidential information will be required. CDFA is committed to protecting your privacy and the confidentiality of your information. However, as a public instrumentality of the State of NH, CDFA is subject to NH's Right-to-Know law, RSA 91-A. Accordingly, all information and documents created, accepted, or obtained by CDFA, or on behalf of CDFA by third parties, shall be potentially subject to disclosure in compliance with RSA 91-A.

## Information We Collect

CDFA collects and stores personally identifiable information (PII) that you provide to us, directly or indirectly, about yourself or others.

For example, this could include:

- Information about transactions with us, such as payment history and loan balance.
- Information we receive on applications and other forms.

CDFA may also collect non-personally identifiable information about you and your electronic devices (such as your computer) when you access our website. Examples include your Internet Protocol (IP) address, the type of web browser you use, and information we obtain from a "cookie," pieces of data that are placed on a web browser by our web server when visiting our web site. This information helps us evaluate how users navigate our web pages, including the number and frequency of visitors to each page, and the length of each visit.

## Information We Share

We do not sell any confidential information belonging to our grantees, borrowers, or recipients. In connection with the evaluation of applications, administration of our programs, and reporting of our activities, we do share confidential information with unaffiliated third parties belonging to our grantees, borrowers, or recipients as permitted by law, which includes sharing such information with:

- Third parties that help us perform our administrative functions, such as mailing or copying.
- Third parties necessary to process your transaction, such as underwriters or credit agencies.
- Third parties as required by the New Hampshire Right to Know Law, NH RSA 91-A, and with the Governor and Council as required by NH RSA 162-L.

- Third parties as otherwise permitted by law.

## **Our Security Procedures**

We maintain physical, electronic, and procedural safeguards in order protect all information received in compliance with applicable state and federal law.

Records are retained until the required retention period for that record has expired. Retention requirements vary amongst programs at the CDFA, please see our record retention policy for specific details.

Our web site provides links to other web sites. These other sites are not subject to our privacy policy. We strongly recommend that you review each web site's privacy policy when visiting it.

## **Corrections or Concerns**

If you believe any of your personal information maintained at the CDFA is incorrect, or if you have a privacy-related concern, please call us at (603) 226-2170.

## **Updates**

This policy may be amended from time to time. You may view the most current version of this policy at any time by requesting a copy from CDFA, or by visiting <http://www.nhcdfa.org/>.

## **Accuracy of Information**

All information provided on the CDFA web site is for informational purposes only and does not constitute a legal contract between the institution and any other person or entity otherwise specified. Although every reasonable effort is made to present current and accurate information and to monitor web content for compliance with policy, CDFA makes no guarantees of any kind, nor does it take responsibility for undetected, noncompliant conditions created without its knowledge or consent and in violation of its policy.

## **Acceptance of Privacy Policy**

By using our web site or submitting information to us, you agree to this policy. Your continued use of our web site or submission of information to us following an amendment to this policy constitutes your consent to the amended policy.