

**GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION**  
**PRIVACY POLICY**

The Greater Syracuse Property Development Corporation (the “GSPDC”) has adopted this Privacy Policy to ensure that private information obtained from any source is properly safeguarded. “Private Information” includes social security numbers, financial history, credit report information, bank account numbers, credit card numbers, driver’s license numbers and other personally identifiable information.

The GSPDC will not disclose Private Information to third parties without the consent of the person who provided the Private Information unless such disclosure is required by law. The GSPDC will not sell, trade, or rent Private Information to third parties under any circumstances. The GSPDC will only keep collected Private Information for as long as reasonably necessary and will use it only for the purposes for which it was collected. Access to Private Information will be restricted to employees who must use it to fulfill the purposes for which the Private Information was obtained.

The GSPDC will use reasonable security measures to ensure the administrative and physical security of the Private Information and to protect the Private Information from any unauthorized access or use. Security measures employed by the GSPDC will include the following:

- Encrypting emails containing Private Information
- Installing software protections on all GSPDC computers and networks
- Limiting employee access to Private Information
- Maintaining secure offices
- Never printing or displaying full social security, driver’s license, or account numbers unnecessarily.

The GSPDC will dispose of Private Information by permanently deleting electronic records and shredding physical records. The GSPDC will dispose of computer equipment only after all hard disks and media have been completely and permanently wiped clean.