



PROTECTION OF MEMBERS' PERSONAL INFORMATION

I. OBJECTIVE

To comply with Georgia Identity Theft Law, July 1, 2002 as to the destruction and disposal of personal identifying information in order to protect members from problems that can result from having personal information fall into the wrong hands due to improper disposal of personal information.

II. POLICY

All information capable of being associated with a particular member, including but not limited to Social Security numbers, driver's license numbers, photographs and dates of birth should be discarded and/or disposed of using one and/or a combination of the following methods:

- A. Shredding.
- B. Erasing the personal information prior to discarding.
- C. Modification so that the personal information is unreadable prior to discarding (Example: redaction).
- D. Handled in such a manner that reasonably ensures that no unauthorized person will have access to the personal information contained in the customer's record for the period of time between the record's disposal and subsequent destruction.

III. RESPONSIBILITY

- A. President & CEO
- B. Vice Presidents
- C. Managers