

Cohoes Industrial Development Agency
Privacy Policy

The Cohoes Industrial Development Agency (Hereinafter the “IDA”) has adopted this Privacy Policy to ensure that private information obtained from any source is properly safeguarded. The IDA is also subject to the provisions of the “Personal Privacy Protection Law” (Public Officers Law §§91-99) to the extent those provisions are not in conflict with any obligation regarding the maintenance of records otherwise imposed on the IDA at law or in equity. This Policy seeks to create guidelines to ensure the protection of the privacy rights of individuals and to provide individuals with an opportunity to review and correct such records, to the fullest extent possible under law.

Unless authorized or required under law for disclosure, “Private Information” to be protected includes social security numbers, financial history, credit report information, bank account numbers, credit card numbers, driver’s license numbers and any information concerning a data subject which, because of name, number, symbol, mark or other identifier, can be used to identify that data subject.

The IDA shall maintain in its records only such personal information that is relevant and necessary to accomplish a purpose of the IDA that is required to be accomplished by statute or executive order, or to implement a program specifically authorized by law. Private information will be collected, whenever practicable, directly from the person to whom the information pertains. The IDA will seek to ensure that all records pertaining to or used with respect to individuals are accurate, relevant, timely and complete.

The IDA shall 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 IDA will not sell, trade, or rent Private Information to third parties under any circumstances. The IDA 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 IDA 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 IDA will include the following:

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

Unless otherwise authorized by law, the IDA shall, within five business days of a written request from an individual for a reasonably described record pertaining to that individual, provide access to the record, deny access in writing, stating the reasons for denial, or acknowledge receipt of the request in writing, stating the approximate date when the request will be granted or denied.

Unless otherwise authorized by law, the IDA shall, within 30 business days of a request from an individual for correction or amendment of a record or personal information that is reasonably described and that pertains to the data subject, either make the amendment or correction in whole or in part or inform the data subject in writing of the refusal to amend or correct the information, including the reason for refusing to make the amendment or correction.