

## BUCKSKIN SANITARY DISTRICT

8832 Riverside Drive. Ste #4 P.O. Box 5398

Parker, AZ 85344

Phone: 928-667-7197 Fax: 928-667-1697 Email: [buckskin@bsdsewer.org](mailto:buckskin@bsdsewer.org)

### CUSTOMER PRIVACY POLICY

At the Buckskin Sanitary District, we take your privacy seriously. We make every effort to ensure the privacy of your business transactions. The following describes the action taken by the District to ensure your privacy.

#### Who We Are

The Buckskin Sanitary District is a political subdivision of the State of Arizona responsible for the collection, treatment and disposal of sewage within the District boundaries. The District was established in 1985 and operates under Title 48 of the Arizona Revised Statutes.

#### Information Collection and Use

The Buckskin Sanitary District collects personal information when you purchase or own property within the District. We ask for information such as your name, mailing address, service address, telephone numbers, purchase date, Title Company, social security number, and email address.

The information is used to correctly bill and collect fees for the collection, treatment, and disposal of wastewater in Buckskin Sanitary District. Your email address is optional. If provided to us, it will be used to electronically notify you of any upcoming fee changes and correspondence. You may also elect to receive your billing statement via email.

It is your responsibility to ensure that we are notified of any changes to this information.

#### Information Sharing and Disclosure

The Buckskin Sanitary District does not rent, sell, or share personal information about you or your account with any other entity except to provide the services

you have requested, when we have your permission, or under the following circumstances:

We respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or to defend against legal claims; investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the health or physical safety of any person, or as otherwise required by law.

#### Confidentiality and Security

We limit access to personal information about you to certain employees of the District who need that information to provide services to you. We have physical, electronic, and procedural safeguards in place to protect personal information about you. Access to all data is password protected.

#### Changes to this Privacy Policy

Buckskin Sanitary District may update this policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the account holder or notification to the email address specified by you.

#### Questions and Suggestions

The Buckskin Sanitary District strives to maintain a high level of customer satisfaction. If you feel your question or concern has not been satisfactorily addressed you should contact the District Manager to resolve your concern. You can contact us at:

Buckskin Sanitary District  
Privacy Policy Issues  
P O Box 5398  
Parker, AZ 85344  
(928) 667-7197  
[buckskin@bsdsewer.org](mailto:buckskin@bsdsewer.org)

#### *An Equal Opportunity Employer and Provider*

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request this form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).