### **Richfield Farmers Market**

## **Privacy Policy**

Approved 05-29-2025

Richfield Farmers Market, Inc. ("RFM") is committed to protecting the privacy, accuracy and reliability of any personal information you choose to provide. RFM is committed to safeguarding such information from loss, misuse, unauthorized access, disclosure and alteration. This privacy policy statement is provided to you on behalf of RFM and addresses the data collection, use and disclosure practices. This privacy policy may change from time to time. This privacy policy applies only to how your personal information is handled and protected by RFM. The reason RFM collects information is to create and foster ongoing customer relationships. In the normal course of this process, RFM obtain and retain non-public (personal) information about you which is transmitted to us directly by you. This may include, but not exclusive to your name, address, approximate age, federal identification numbers, and other identifiable information. RFM limits such information to such facts as are necessary to establish a relationship with you as a customer and to offer accurate and superior service in the normal course of business as it relates to your account. RFM also obtains and retains non-public (personal) information about you and retain non-public (personal) information about you in connection with information obtained through an information-collecting device from a web server, often referred to as a "cookie".

### **Use of Personal Information**

RFM use your personal information for three general purposes:

- First, we use the information to approve and activate a vendor account for you and/or to make changes or additions to information previously provided to us to open a vendor account for you.
- Second, we may use it to give you online access to your vendor account information and the RFM proprietary information in a secure environment.
- Third, RFM uses the information in the normal course of business to transmit account activity and related documents to you relating to activity in your vendor account with RFM Disclosure of Personal Information.

RFM takes very seriously their responsibility to keep your personal information private. RFM will not disclose non-public personal information about our customers except as required and permitted by law and in the following instances:

- In processing or servicing of products or services offered by RFM that have been consented to, requested or authorized by the customer.
- RFM may share your personal information with unaffiliated third parties only as is necessary to verify the accuracy of the information you have provided.
- RFM may be required to disclose personal information by law or legal process for a variety of
  reasons. Except under the circumstances described above, RFM will not disclose any of your
  personal information to unaffiliated third parties, unless specifically authorized by you in writing
  to do so. The confidentiality and conditions of this agreement will continue to be maintained
  even when you cease to do business with RFM.

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## How Richfield Farmers Market, Inc. Protects Personal Information

RFM takes reasonable measures to protect your personal information from unauthorized access through the use of physical security and use and access guidelines for employees. RFM safeguards customer information from unauthorized access by their Code of Ethics policy and/or limiting the number of employees permitted to access such information through personalized staff passwords, and by having in place a process for disciplinary action where appropriate. Additionally, customer, or account activity related information is protected on RFM Website with a variety of security measures such as change control procedures, passwords, and physical access controls. RFM also employs a variety of other mechanisms to protect a user's data from being lost, misused, or altered inappropriately. Although RFM takes these measures to safeguard against unauthorized use of a user's data, RFM cannot control Internet transmissions and cannot provide assurances that personal information transmitted to RFM will never be compromised. RFM does not have any affiliates or subsidiaries and therefore there is no sharing information with any related party to RFM. RFM will not share any personal information either provided by you or obtained from third parties, unless it is necessary to do so for the purposes described above or it is required by law or regulation or unless we have your specific written authorization. RFM website may contain hyperlinks to third parties' web sites. This privacy policy does not apply to those third-party web sites. RFM is not responsible for the privacy policies or content of any other web site its customers visit or link to, nor does RFM have control over the use or security of any information provided to its customers or collected by those web sites. It is recommended that you become familiar with the privacy policies of those web sites that you visit or link to.

# **Accuracy of Personal Information**

On an ongoing basis RFM evaluates their efforts to protect your personal information and ensure its accuracy. Should you identify any inaccuracy in the personal information included in any communication you receive from RFM please notify RFM. RFM will take reasonable steps to ensure it is corrected on a timely basis.

# Disclaimer:

RFM is a 501(c)(3) organization whose purpose is to bring local farmers and artisans together to serve the community locally produced products and foster community organizations. Our role is to share who may have products you may be interested in purchasing and people and businesses who you would like to support, but our role is not to specifically endorse one business over another. Any posts or shared vendors are not an endorsement of past or future performance or guarantee.