

# Privacy Notice

## Introduction

The Senior Farmers' Market Nutrition Program (SFMNP) is a federally funded program administered nationally by the U.S. Department of Agriculture's Food and Nutrition Services Agency and in California, by the Office of Grants Administration (OGA) at the California Department of Food and Agriculture (CDFA).

## Purpose and Legal Authority for Data Collection

CDFA is committed to protecting the privacy and security of personal information you provide. This Privacy Notice explains how we collect, use, and share your personal information to administer the SFMNP. The information you provide is solely to assess your eligibility for the Program. If you do not wish to provide your personal information you will not be able to receive SFMNP benefits.

The collection and use of personal information you submit is limited to what is relevant and necessary to adhere to the SFMNP requirements contained in Title 7 Code of Federal Regulations (CFR) Part 249.

## Information We Collect

- First and Last Name
- Date of Birth
- Zip Code
- Ethnicity/Race
- Your Typed Signature
- Email Address
- Phone Number

## How We Use Your Information

The personal information we collect is used exclusively for the following purposes:

- To assess your eligibility for the Program.
- To share with authorized service providers to provide you with SFMNP benefits.
- To contact you to retrieve your SFMNP benefits or to inform you of a data breach including your personal information.

## Data Retention

Record Retention and accessibility is governed by 2 CFR 200.333 and 2 CFR 200.337. OGA will retain the information you provide for three (3) years from January 31<sup>st</sup> of the year after you submit your information. After that it will be securely disposed.

## Your Rights

You have the right to access, correct, or request the deletion of your personal information. If you believe your information has been used improperly, you have the right to file a complaint. To exercise either of these rights, contact OGA at [grants@cdfa.gov](mailto:grants@cdfa.gov) or 916-657-3231.

## Incidence Response Plan

If your personal information is involved in a data breach, OGA will contact you immediately using the contact information you provide. If you do not provide contact information we will be unable to contact you. A data breach includes any of the following scenarios:

- Unauthorized individuals access your personal information.
- The physical or electronic documents that contain your personal information is lost or stolen.
- The inadvertent disclosure of your personal information.
- The use of your personal information for a purpose other than the administration of the SFMNP.

In addition to contacting you immediately, OGA will work with CDFA's Information Technology Services Division to:

- Assess the scope of the incident.
- Limit further exposure to your personal information.
- Create new protocols to prevent such an incident from reoccurring.