



Oconee County Conservation Bank

**Title: Applicant Privacy
Policy No. 0001**

Effective Date: May 19, 2020

Revision Date(s):

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Attachments: None

Purpose:

This policy establishes requirements to ensure that the personal information of eligible OCCB recipients and property owners is protected to the extent permitted under the South Carolina Freedom of Information Act.

Definitions: The definitions set forth in Chapter 2, Article IV, Division 9, Section 2-399 of the Oconee County Code of Ordinances are incorporated by this reference.

Policy:

1. An eligible OCCB recipient, either independently or in conjunction with the landowner, applying for a grant from the OCCB shall submit both an unredacted and a redacted application. The redacted form of the application shall be posted on the public website and the unredacted form of the application shall be kept confidential and available only to members of the Board and selected staff.
2. The redacted form of the application shall have ONLY the following items blacked out:
 - a. The personal telephone number (landline or cellphone), if any, of the landowner or staff of the eligible OCCB recipient
 - b. The personal email address, if any, of the landowner or staff of the eligible OCCB recipient.
 - c. If there is a mortgage on the property, the amount of the balance owed.
 - d. All federal or state income tax records submitted in support of the application.
3. An eligible OCCB recipient may petition the Board to redact information not enumerated in this policy.