

# Privacy Statement/Policy

# Privacy Statement/Policy - DRAFT

## Coalition of Local Health Officials (CLHO)

Last Updated: 11/14/25

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### Respecting Your Privacy

Welcome to the Oregon Coalition of Local Health Officials (CLHO) website, and thank you for reviewing CLHO's privacy statement. CLHO is a non-profit organization that uses this website primarily for the sharing of information to its members, legislators, commissioners, and the public at large.

CLHO created this privacy statement to demonstrate our commitment to maintaining the privacy and security of our members, website users, and the communities we serve. This Privacy Statement explains how we collect, use, disclose, and safeguard your information when you visit our website at [oregonclho.org](http://oregonclho.org) or communicate with us.

We have established this policy to protect the security and privacy of any information we collect. Any suspected attempt to breach our policies and procedures, or to engage in any type of unauthorized action involving our web systems, will be regarded as potentially criminal activity and may be reported to the appropriate authorities.

**[LEGAL REVIEW RECOMMENDED: While not required, having legal counsel review this policy before publication can help ensure compliance with current laws and reduce risk. However, many organizations publish similar policies without legal review.]**

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### Personal Information We Collect and Our Commitment to You

It is the policy of CLHO to respect the privacy of our clients, members, and the people doing business through our services. Personal information presented here **WILL NOT** be sold, traded, loaned, published, or distributed beyond the CLHO organization.

#### Information You Provide to Us

We may collect personal information that you voluntarily provide when you:

- Subscribe to CLHO communications and updates
- Register for CLHO events, conferences, or training programs
- Contact us via email, phone, or contact forms
- Apply for employment or consulting opportunities with CLHO
- Participate in surveys or provide feedback

This information may include your name, contact information (email, phone, mailing address), professional affiliation, job title, and information about your local public health authority.

## **Automatically Collected Information**

**IP Address:** Your Internet Protocol ("IP") address is usually associated with the place from which you enter the Internet, like your Internet Service Provider, your company, or your university. We may use your IP address to help diagnose problems with our servers, gather broad demographic information, and administer our websites.

When you visit our website, we may also automatically collect information about your device, including browser type, pages visited, and referring website addresses. We use this information to improve our website functionality and user experience.

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## **How We Use Your Information**

CLHO uses the information we collect to:

- Provide information about local public health issues, policies, and advocacy efforts in Oregon
- Send communications and updates about public health matters
- Organize and administer workforce development programs and training
- Facilitate the Conference of Local Health Officials as outlined in ORS 431.330
- Respond to your inquiries and provide customer service
- Improve our website and services
- Comply with legal obligations

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## **Information Sharing and Disclosure**

CLHO does not sell, trade, or rent your personal information to third parties.

We may share your information with:

- **Oregon's 33 Local Public Health Authorities:** When relevant to CLHO's purpose of supporting and representing LPHAs
  - **Oregon Health Authority (OHA):** When collaborating on public health initiatives
  - **Service Providers:** Third-party vendors who perform services on our behalf (e.g., email distribution, website hosting, event management) under confidentiality agreements
  - **Legal Requirements:** When required by law, regulation, legal process, or governmental request
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## Cookies and Tracking Technologies

**Cookies:** Our website uses "cookies." A "cookie" is a small text file that permits us to recognize your browser in order to customize your experience or permit you to access restricted areas. Cookies do not contain personal information.

You can set your browser to refuse cookies or alert you when cookies are being sent. However, some parts of our website may not function properly without cookies.

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## Email Communications

If you subscribe to CLHO communications or provide your email address, you may receive:

- Updates about public health policy and advocacy
- Information about workforce development opportunities
- Conference and event announcements

**You may opt out** of receiving promotional emails at any time by clicking the "unsubscribe" link in any email or contacting us at **[INSERT EMAIL ADDRESS]**.

Please note that even if you opt out of promotional emails, we may still send you transactional messages (e.g., responses to your inquiries, important updates about events you've registered for).

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## Data Security

CLHO implements reasonable administrative, technical, and physical security measures to protect your personal information from unauthorized access, use, or disclosure. However, no method of transmission over the internet or electronic storage is 100% secure, and we cannot guarantee absolute security.

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## **Data Retention**

We retain your personal information for as long as necessary to fulfill the purposes outlined in this Privacy Statement, unless a longer retention period is required or permitted by law.

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## **Children's Privacy**

We do not provide content on our websites intended to attract or encourage the participation of children. We do not directly solicit or encourage information from persons under the age of 18. Our website is not directed to individuals under the age of 18. We do not knowingly collect personal information from children. If we learn that we have collected information from a child under 18, we will delete that information promptly.

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## **Links to Other Websites**

Our website may contain links to other websites, including Oregon Health Authority, local public health authority websites, partner organizations, and government agencies.

CLHO is not responsible for the privacy practices of these external sites. These sites contain information created, published, and maintained by organizations independent of CLHO. CLHO does not endorse, approve, certify, or control these external sites. We encourage you to review the privacy policies of any website you visit.

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## **Disclaimer**

While CLHO makes every effort to present accurate and reliable information on this site, CLHO does not endorse, approve, or certify such information, nor does it guarantee its accuracy, completeness, efficacy, or timeliness. Reference herein to any commercial product, process, or service does not constitute or imply endorsement or recommendation by CLHO unless expressly stated.

CLHO assumes no responsibility for consequences resulting from use of the information contained herein or obtained at linked sites and expressly disclaims all liability.

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## Your Rights and Choices

You may have certain rights regarding your personal information, including:

- **Access:** Request a copy of the personal information we hold about you
- **Correction:** Request correction of inaccurate information
- **Deletion:** Request deletion of your personal information (subject to legal retention requirements)
- **Opt-Out:** Unsubscribe from marketing communications

To exercise these rights, please contact us at [info@oregonclho.org](mailto:info@oregonclho.org).

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## Changes to This Privacy Statement

CLHO may update this Privacy Statement from time to time to reflect changes in our practices or legal requirements. We will post the updated policy on our website with a revised "Last Updated" date. Your continued use of our website after changes are posted constitutes your acceptance of the revised policy.

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## Your Responsibility

Should you become aware of a breach of our Privacy and Security policies, or should you suspect a breach at any time, please contact us immediately so that we can respond to your concerns directly.

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## Contact Information

If you have questions or concerns about this Privacy Statement, the practices of our sites, or your interactions with our website, please contact us:

**Coalition of Local Health Officials**

**Email:** [info@oregonclho.org](mailto:info@oregonclho.org)

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## Board Approval

**[TO BE COMPLETED UPON BOARD APPROVAL]**

This Privacy Statement was reviewed and approved by the CLHO Board of Directors on [DATE].

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**NOTES FOR CLHO STAFF:**

1. Fill in all **[BRACKETED]** sections with specific information
2. Legal counsel review is recommended but not required
3. Coordinate with your website developer on technical specifications
4. Present to Board of Directors for approval
5. Update the "Last Updated" date when changes are made

# Nondiscrimination and Equity Policy



# Nondiscrimination and Equity Statement/Policy- DRAFT

## Coalition of Local Health Officials (CLHO)

Last Updated: 11/12/25

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### Commitment to Equity and Nondiscrimination

The Coalition of Local Health Officials (CLHO) is committed to advancing health equity and fostering an inclusive environment for all individuals involved in Oregon's public health system. We recognize that achieving health equity requires addressing systemic barriers and historical injustices that have created disparities in health outcomes.

**[LEGAL REVIEW RECOMMENDED: While not required, having legal counsel review this policy before publication can help ensure compliance with current laws and reduce risk. However, many organizations publish similar policies without legal review.]**

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### Health Equity Statement

CLHO has adopted the [Oregon Health Authority's statement of health equity](#):

*"Oregon will have established a health system that creates health equity when all people can reach their full health potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances.*

*Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address: 1) the equitable distribution or redistributing of resources and power, and 2) recognizing, reconciling and rectifying historical and contemporary injustices."*

This statement guides our work in supporting Oregon's 33 local public health authorities and informs our advocacy, workforce development, and communications efforts.

**[Please note this is the same equity statement we currently use and plan to continue using.]**

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## **Nondiscrimination Policy**

CLHO does not discriminate on the basis of:

- Race or ethnicity
- Color
- National origin
- Language or limited English proficiency
- Religion or creed
- Age
- Sex (including pregnancy, childbirth, and related medical conditions)
- Gender identity or expression
- Sexual orientation
- Marital status
- Familial status
- Disability (physical or mental)
- Veteran or military status
- Genetic information
- Source of income

This policy applies to all aspects of CLHO's operations, including:

### **Employment Practices**

- Recruitment, hiring, and promotion
- Compensation and benefits
- Training and professional development
- Discipline and termination
- Terms and conditions of employment

### **Programs and Services**

- Workforce development programs and training
- Conference of Local Health Officials events
- Technical assistance and support to local public health authorities
- Communications and information dissemination
- Advocacy efforts

### **Access to Website and Information**

- Website design and accessibility
  - Communication materials and publications
  - Public meetings and forums
  - Consultation and advisory services
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## Commitment to Tribal Governments and Sovereignty

CLHO recognizes the sovereignty of Oregon's nine federally recognized tribes and is committed to:

- Engaging in meaningful government-to-government consultation when appropriate
  - Supporting collaboration between local public health authorities and tribal health programs
  - Respecting tribal self-determination in public health matters
  - Acknowledging historical injustices and ongoing health disparities affecting Indigenous communities
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## Language Access

CLHO is committed to ensuring meaningful access to our information and services for individuals with limited English proficiency. To request language assistance, please contact us at [info@oregonclho.org](mailto:info@oregonclho.org).

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## Accessibility for People with Disabilities

CLHO is committed to ensuring that individuals with disabilities have equal access to our programs, services, and communications. We comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

See our separate Accessibility Statement for detailed information about website accessibility standards, accommodations for events and meetings, alternative formats for documents and communications, and assistive technology compatibility.

To request accommodations or report accessibility barriers, please contact us at **[INSERT CONTACT INFORMATION]** at least **[INSERT TIMEFRAME, e.g., 5 business days]** in advance when possible.

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## Advancing Equity in Practice

CLHO integrates equity considerations throughout our work:

**In Advocacy and Policy:** We promote equitable distribution of public health resources across Oregon, advocate for policies that address social determinants of health, support local public health authorities in advancing health equity, and engage diverse voices in policy development.

**In Workforce Development:** We ensure training programs address cultural competency and implicit bias, support recruitment and retention of a diverse public health workforce, provide leadership development opportunities that center equity, and create inclusive learning environments.

**In Communications:** We use inclusive language and imagery in all communications, ensure information is accessible across different literacy levels and languages, elevate diverse voices and perspectives in public health, and are transparent about health disparities and their root causes.

**In Organizational Culture:** We foster an inclusive workplace that values diverse perspectives, provide ongoing equity training for staff and Board members, and examine our own policies and practices through an equity lens.

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## Reporting Discrimination or Inequitable Treatment

CLHO takes allegations of discrimination or inequitable treatment seriously. If you believe you have experienced discrimination in connection with CLHO programs, services, or employment:

**Internal Reporting:** Contact the [Executive Director](#) or the [CLHO Board Chair](#).

All complaints will be treated confidentially to the extent possible, investigated promptly and thoroughly, and handled without retaliation against the complainant.

**External Reporting:** You also have the right to file a complaint with:

- **Oregon Bureau of Labor and Industries (BOLI)** - Civil Rights Division
- **U.S. Department of Health and Human Services** - Office for Civil Rights
- **U.S. Equal Employment Opportunity Commission (EEOC)** - for employment-related complaints

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## Accountability and Continuous Improvement

CLHO is committed to ongoing evaluation and improvement of our equity efforts. We will regularly review this policy and our practices through an equity lens, seek feedback from diverse stakeholders, including member LPHAs and community partners, and report on equity goals and progress to our Board of Directors.

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## Retaliation Prohibited

CLHO prohibits retaliation against any individual who reports discrimination or inequitable treatment, participates in an investigation of discrimination complaints, opposes discriminatory practices, or exercises rights under this policy. Retaliation is itself a violation of this policy and will result in appropriate disciplinary action.

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## Policy Updates and Review

This Nondiscrimination and Equity Policy will be reviewed at least **[INSERT TIMEFRAME, e.g., every two years]** or more frequently as needed to ensure it reflects current legal requirements, best practices, and CLHO's evolving commitment to equity.

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## Contact Information

For questions about this policy or to request accommodations, please contact:

**Coalition of Local Health Officials**

**Email:** [info@oregonclho.org](mailto:info@oregonclho.org)

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## Board Approval

### **[TO BE COMPLETED UPON BOARD APPROVAL]**

This Nondiscrimination and Equity Policy was reviewed and approved by the CLHO Board of Directors on [DATE].

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### **NOTES FOR CLHO STAFF:**

1. Fill in all **[BRACKETED]** sections with specific information

2. Legal counsel review is recommended but not required - especially regarding Oregon-specific requirements
3. Consult with OHA on alignment with state public health equity initiatives
4. Consider input from LPHA representatives on your Board
5. Ensure consistency with your strategic framework
6. Develop an implementation plan and training for staff and Board
7. Create accompanying procedures for handling discrimination complaints
8. Present to the Board of Directors for approval

# Accessibility Statement

# Accessibility Statement/Policy - DRAFT

## Coalition of Local Health Officials (CLHO)

Last Updated: 11/12/25

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### Our Commitment to Accessibility

The Coalition of Local Health Officials (CLHO) is committed to ensuring that our website, programs, services, and communications are accessible to all individuals, including people with disabilities. We believe that everyone should have equal access to public health information and resources, regardless of ability.

CLHO strives to comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards.

**[LEGAL REVIEW RECOMMENDED: While not required, having legal counsel review this policy before publication can help ensure compliance with current laws and reduce risk. However, many organizations publish similar policies without legal review.]**

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### Website Accessibility

#### Our Standards

The CLHO website ([oregonclho.org](http://oregonclho.org)) is designed to be accessible to people with diverse abilities, including those who use screen readers or other assistive technologies, navigate using keyboard only, have visual impairments or color blindness, have hearing impairments, have cognitive or learning disabilities, or have physical disabilities affecting dexterity or motor control.

#### Accessibility Features

Our website includes the following accessibility features:

- Alternative text for images for screen readers
- Keyboard navigation for all website functions



- Proper heading hierarchy and semantic HTML
- Text and background colors that meet WCAG contrast ratios
- Resizable text without loss of functionality
- Accessible forms with proper labels and clear error messages
- Skip navigation links to main content
- Descriptive link text
- Responsive design for various devices and screen sizes

**Documents and Downloads:** We strive to make all downloadable documents accessible, including PDFs that are tagged and readable by screen readers. Alternative formats are available upon request (Word, large print, audio, etc.). If you encounter a document that is not accessible, please contact us and we will provide it in an alternative format.

## Known Limitations

We are continuously working to improve our website's accessibility. If you encounter accessibility barriers, please let us know so we can address them.

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## Programs, Services, and Events

### Meetings and Events

CLHO is committed to ensuring that all meetings, conferences, trainings, and events are accessible. Available accommodations include:

- Wheelchair-accessible venues
- ASL interpretation (with advance notice)
- CART (Communication Access Realtime Translation) services
- Assistive listening systems
- Large print materials and alternative format handouts
- Accessible parking information
- Dietary accommodations
- Virtual participation options when available

**Requesting Accommodations:** Please submit accommodation requests at least **[INSERT TIMEFRAME, e.g., 5-7 business days]** before an event when possible. While we will make every effort to accommodate requests made with less notice, advance requests help ensure availability.

To request accommodations, contact:

- **Email:** [INSERT EMAIL]
- **Phone:** [INSERT PHONE]

## Workforce Development Programs

CLHO's workforce development programs and training opportunities are designed to be accessible to all public health professionals. We offer accessible online training platforms, materials in alternative formats, flexible learning options, and accommodation support for in-person trainings. If you encounter accessibility barriers, please let us know so we can address them.

## Communications

CLHO provides public health information in multiple formats:

- Website content written in plain language
  - Email communications compatible with screen readers
  - Large print versions available upon request
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## Reporting Accessibility Issues

### We Welcome Your Feedback

Your input helps us improve accessibility. Please contact us if you encounter accessibility barriers on our website or in our programs, have suggestions for improving accessibility, need materials in alternative formats, or experience difficulty accessing any CLHO service.

### How to Report Issues

#### Contact Information:

- **Email:** [INSERT ACCESSIBILITY CONTACT EMAIL]
- **Phone:** [INSERT PHONE NUMBER]
- **Mail:** [INSERT MAILING ADDRESS]

Please provide as much detail as possible: description of the accessibility barrier, the webpage URL or program/service affected, the assistive technology you were using (if applicable), and your contact information so we can follow up.

### Our Response Process

When you report an accessibility issue:

1. We will acknowledge receipt within **[INSERT TIMEFRAME, e.g., 2 business days]**
2. We will investigate the issue promptly

3. We will work to resolve the issue or provide an alternative means of access
4. We will follow up with you about the resolution

## Formal Complaints

If you believe CLHO has not adequately addressed an accessibility concern, you have the right to file a formal complaint with:

- **Oregon Bureau of Labor and Industries (BOLI)** - Civil Rights Division
  - **U.S. Department of Health and Human Services** - Office for Civil Rights
  - **U.S. Department of Justice** - Civil Rights Division
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## Ongoing Improvement

CLHO is committed to continuous improvement of accessibility. We conduct periodic accessibility audits of our website, test new features and content for accessibility before launch, stay current with evolving accessibility standards and best practices, and gather feedback from users with disabilities.

We provide accessibility training for CLHO staff, include accessibility considerations in content creation guidelines, educate Board members about accessibility obligations, work with member local public health authorities to promote accessibility, and share accessibility resources and best practices across the public health system.

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## Accessibility Resources

### For Website Visitors

If you need assistance accessing web content, these browser features and free tools may help:

- **Browser zoom:** Most browsers allow you to zoom in (Ctrl/Cmd +) or out (Ctrl/Cmd -)
- **Screen readers:** NVDA (free for Windows), VoiceOver (built into Mac/iOS)
- **Browser extensions:** Various accessibility extensions available for Chrome, Firefox, Safari
- **Operating system features:** Built-in accessibility features in Windows, Mac, iOS, and Android

### For Public Health Professionals

CLHO provides resources to help local public health authorities improve accessibility in their communities.

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## Third-Party Services

CLHO uses some third-party platforms for specific functions (such as event registration, surveys, or email distribution). We select vendors based on their accessibility features, but acknowledge that we do not have complete control over third-party accessibility. If you encounter accessibility issues with these platforms, please contact us, and we will work to provide alternative means of access.

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## Contact Information

For accessibility questions, accommodation requests, or to report accessibility barriers:

**Coalition of Local Health Officials**

**Email:** [info@oregonclho.org](mailto:info@oregonclho.org)

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## Policy Updates

This Accessibility Statement will be reviewed and updated at least annually, when significant website changes are made, when new programs or services are launched, in response to accessibility feedback, and as accessibility standards evolve.

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## Board Approval

**[TO BE COMPLETED UPON BOARD APPROVAL]**

This Accessibility Statement/Policy was reviewed and approved by the CLHO Board of Directors on [DATE].

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**NOTES FOR CLHO STAFF:**

1. Fill in all **[BRACKETED]** sections with specific information
2. Have your web developer/technical team provide specific details about current accessibility features and limitations
3. Consider having a professional accessibility audit conducted (WCAG audit)
4. Legal counsel review is recommended but not required - especially regarding ADA compliance
5. Designate an accessibility coordinator or point person
6. Develop internal procedures for handling accommodation requests
7. Create a plan for addressing any known accessibility barriers
8. Present to Board of Directors for approval
9. Ensure consistency with your Nondiscrimination and Equity Policy

# Confidentiality Statement

# Confidentiality Statement - DRAFT

## Coalition of Local Health Officials (CLHO)

Last Updated: 11/12/25

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### CLHO's Commitment to Confidentiality

The Coalition of Local Health Officials (CLHO) is committed to protecting the confidentiality of information entrusted to us by Oregon's 33 local public health authorities (LPHAs), partner organizations, employees, and the public.

**[LEGAL REVIEW RECOMMENDED: While not required, having legal counsel review this policy before publication can help ensure compliance with current laws and reduce risk. However, many organizations publish similar policies without legal review.]**

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### What Information We Protect

CLHO protects confidential information, including:

- Sensitive data shared by local public health authorities
  - Personnel and employment information
  - Board executive session discussions
  - Information designated as confidential by our partners
  - Strategic planning discussions that are not yet public
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### Our Confidentiality Practices

#### With Local Public Health Authorities

Information shared by LPHAs is considered confidential unless explicitly designated as public. CLHO will not publicly share specific LPHA information, data, or situations without permission. When reporting trends or issues, we aggregate information to protect LPHA identification when appropriate.

## In Our Operations

- Staff, Board members, consultants, and contractors sign confidentiality agreements
- We use secure methods for transmitting sensitive information
- We protect physical and electronic confidential documents
- We restrict access to confidential information to only those who need it

## Public Information

The following information is generally considered public and not confidential:

- Information published on the CLHO website
  - Public meeting minutes and agendas (except executive sessions)
  - Published reports and communications materials
  - Publicly available advocacy positions and testimony
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## Data Security

CLHO implements reasonable security measures to protect confidential information from unauthorized access, use, or disclosure, including:

- Secure password-protected systems
  - Restricted physical and electronic access
  - Proper disposal of confidential materials
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## Reporting a Confidentiality Breach

If you become aware of a potential confidentiality breach, please report it immediately to:

- [Executive Director](#)
  - [CLHO Board Chair](#)
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## Exceptions to Confidentiality

Confidentiality obligations may be overridden when:

- Disclosure is required by law, court order, or regulatory authority
- There is an imminent threat of harm to individuals or public health



- The affected party has provided informed consent for disclosure
  - Information is already publicly available
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## Questions About Confidentiality

If you have questions about whether information is confidential or how to handle sensitive information:

**Contact:**

- [Executive Director](#)
- [CLHO Board Chair](#)

When in doubt, treat information as confidential until clarification is provided.

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## Contact Information

For questions about this policy:

**Coalition of Local Health Officials**

**Email:** [info@oregonclho.org](mailto:info@oregonclho.org)

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## Board Approval

**[TO BE COMPLETED UPON BOARD APPROVAL]**

This Confidentiality Statement was reviewed and approved by the CLHO Board of Directors on [DATE].

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**NOTES FOR CLHO STAFF:**

1. Fill in all **[BRACKETED]** sections with specific information
2. This is the brief PUBLIC version - maintain separate detailed internal policy
3. The full Confidentiality Policy should be available to staff, Board, and upon request
4. Legal counsel review is recommended but not required
5. Present both versions to Board of Directors for approval

