## **Demographic Data Collection and Maintenance Policy**

Houlton Water Company maintains an established system to collect, review, and regularly update demographic data for the populations served by Houlton Water Company. We hold this practice to better understand the profile of the communities in which we serve to ensure decisions made are not discriminatory. As needed, the data is shared

This data is then reviewed and updated on a regular basis (semi-yearly or yearly depending on the need).

**Data sources in collection:** Houlton Water Company primarily utilizes demographic data generated by the U.S. Census Bureau to collect and analyze accurate data on race, age, median income, housing status and language spoken at home, among other demographic characteristics for communities that Houlton Water Company serve.

**Data Storage:** Demographic data is saved on the server and is accessible to the entire team.

**Frequency:** Houlton Water Company reviews and updates demographic data for the communities we serve on a yearly basis or as needed.