

## **Privacy Notice**

### Tenant-Based Rental Assistance (TBRA)

As part of the TBRA program, AHC is required to report information to the Homeless Management Information System (HMIS). Our funder requires us to collect personal information for reasons that are outlined in our Privacy Policy. You can request a copy of the Privacy Policy and/or your information at any time. The personal information we collect is important to run our programs, to improve services for you and others, and to better understand your needs. Client records may also be shared with other organizations to coordinate individual referrals, case management, housing, or other services. Those organizations are required to have privacy policies in place in order to protect your personal information.

We take your privacy seriously. We only collect information we consider appropriate or are required to collect. You have the right to decline to share your information, though it may take longer to organize referrals.

#### **Your data will be used for the following reasons:**

- To provide or coordinate services to you and others
- For functions related to payment or reimbursement for service
- To document the services this agency provides you
- To analyze and report on de-identified, anonymized data
- For carrying out administrative functions
- To avert a serious threat to health and safety
- For research purposes
- For law enforcement purposes
- For uses and disclosures about victims of abuse, neglect, or domestic violence

This privacy notice may be amended at any time and amendments may affect information obtained by the organization before the date of the change. An amendment to the privacy notice regarding use or disclosure will be effective with respect to information processed before the amendment, unless otherwise stated.