

Administrative Policy

**CONFIDENTIALITY & PRIVACY POLICY
AND AGREEMENT**

As Revised by the Board at its Regular Meeting, 5/30/01

It is the policy of Longview Housing Authority to safeguard private information provided to the LHA by persons who apply for and/or participate in assistance programs administered by LHA. Private information is any information obtained about a person which might identify him/her as an applicant for assistance or a program participant.

Private information to which the undersigned commissioner, officer, employee or consultant of LHA (herein referred to generally as an LHA associate) gains access shall not be used, published, disclosed or disseminated in any form to any person, agency (governmental or otherwise), corporation or other entity except:

1. As required in fulfilling the legal responsibilities of HUD or other contractual obligations in administering a program.
2. As required by law, as determined by an opinion of LHA's general counsel or, with respect to name, address and social security number, to a request of law enforcement or a government agency, provided that any response shall be made only by the LHA Executive Director or his/her designee.
3. As requested in writing by the applicant, enrollee or program participant specifying the information to be given, the form in which it is to be given and the party or parties to whom it is to be given.

By acknowledging receipt of this policy, this LHA employee or associate agrees to maintain strict privacy of information and to follow LHA's procedures established from time to time to insure the privacy of data concerning individuals. Access to private information is to be strictly limited to those LHA employee or associates who require it to conduct their job activities.

If the acknowledging employee or associate is subpoenaed or otherwise believes that he/she may be called upon to make a disclosure of private information to any court or governmental agency, he/she shall

immediately notify the LHA Executive Director. If so required by the LHA Executive Director or his/her designee, the employee shall cooperate in all lawful efforts to protect private information.

The failure of the acknowledging employee to comply with the above confidentiality requirements is grounds for dismissal. The restriction of this agreement regarding use and disclosure of private information shall continue to apply after termination of employment or other relationship with the LHA.

I acknowledge receipt of the above Confidentiality Policy and Agreement and have read and understand the contents. I understand that failure to abide by this policy is grounds for dismissal or termination of my relationship with the Longview Housing Authority.

Signature

Date

If the above is not signed, see the acknowledgement receipt for their employee handbook, which is inclusive of this document and others denoted on the receipt.