



Oregon Coast Community Action
HSS Privacy Notification Policy

It is the policy of this organization to ensure that participants are notified of their right to privacy in Oregon Housing and Community Services-funded programs. The following information will be provided to every participant either in writing or verbally. If this information is provided to the participant in writing, a copy of that written notification will be attached to the participant's file. If this information is provided verbally, the participant file will be documented that this information was provided to the participant verbally.

"Personally identifiable information is protected by federal laws (Privacy Act of 1974, as amended) and will be collected for the purpose of determining program eligibility, providing assistance/service, data collection, reporting and monitoring. Personally identifiable information will be shared with Oregon Housing and Community Services and other state agencies with an information sharing agreement with OHCS and are administering programs that serve the same or similar clients or populations, as is necessary to carry out the intent of an assistance or service program for the benefit of the person applying for such assistance or service and will be disclosed to Oregon Housing and Community Services without written authorization."

If participants sign a Release of Information, in addition to the information noted above, such release will include the following statement:

"Refusal to sign such authorization cannot be the basis for denying program services to otherwise eligible applicants/participants. Applicant/Participant refusal to sign a Release of Information does not negate the inclusion of personally identifiable in secure reporting to Oregon Housing and Community Services. Oregon Housing and Community Services will de-identify applicant/participant demographic data for the purposes of reporting".