

OPUS Privacy Posting/Notice



**THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU
MAY BE USED AND DISCLOSED AND
HOW YOU CAN GET ACCESS TO THIS INFORMATION.**

PLEASE READ IT CAREFULLY.

Effective Date: _____

Our Duty to Safeguard Your Protected Information

YourAgencyNameHere collects information about who accesses our services. When we meet with you we will ask you for information about you and your family and enter it into a computer program called OPUS. OPUS is used by other helping agencies throughout the state that provide services to homeless and low-income persons. We are required to protect the privacy of your identifying information and to provide you a copy upon request of the *Privacy Notice to Consumers of Services* that explains in greater detail how, when, and why we may use or disclose any information you may give us.

We are also required to follow the privacy practices described in this Notice, although **YourAgencyNameHere** reserves the right to change our privacy practices and the terms of this Notice at any time. You may request a copy of the new notice from any Agency participating in OPUS.

How We May Use and Disclose Your Information

OPUS partner agencies may share limited information about the people they serve with other OPUS partners working to provide services. This information is used to improve and coordinate services to your household and reduce the number of forms you will need to complete at participating agencies.

We use and disclose collective information for a variety of reports. We have a limited right to include some of your information for reports on homelessness and low-income households and services needed by those populations. Information that could be used to tell who you are will never be used for these reports. We will not turn your information over to a national database. Please review the *Privacy Notice to Consumers of Services* for details.

Your Rights Regarding Your Information

- You have the right to have changes made to your record
- You have the right to request a copy of the *Privacy Notice to Consumers of Services*.