

## OHCS OPUS Privacy Posting Notice



### **THIS NOTICE INFORMS YOU HOW YOUR INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION**

#### **PLEASE READ CAREFULLY**

**Effective Date:** \_\_\_\_\_(Date)

#### **Duty to Protect Your Personal Information**

\_\_\_\_\_ (Agency Name) collects information about who uses and accesses our services. When we meet with you, we will ask you for information about your household and situation then we will enter it into a software system called OPUS. OPUS is used by other partnering agencies throughout the state that provide services to low-income individuals and households. We are required to protect the privacy of your identifying information and to provide you a copy, upon request, of the *OHCS OPUS Privacy Notice to Recipients 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; Oregon Housing and Community Services (OHCS) 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 OPUS Agency.

#### **How We May Use and Disclose Your Information**

OPUS partner agencies will use disclosed information as appropriate to process and administer requests for a variety of self-sufficiency assistance programs. OPUS partner agencies may share *limited* information about the people they serve with other OPUS partners working to provide and advocate for 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 limited rights to include some of your information for reports on poverty and low-income households and services needed by those populations. Please review the *OHCS OPUS Privacy Notice to Recipients of Services* for more details.

#### **Rights Regarding Your Information**

- You have the right to have corrections and additions made to your record
- You have the right to request a copy of the *OHCS OPUS Privacy Notice to Recipients of Services*

# ServicePoint Privacy Policy

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collects information about those who use and access its services. When we meet with you, we will ask for information about your household and situation, which we will then enter into a software system called ServicePoint, which is licensed to NW Social Service Connections (NWSSC) in Portland, Oregon. This software program is used by partnering agencies throughout the state that provide services to low-income individuals and households.

## **Consent Information**

- will never give information about a person to anyone outside of this system without the person's consent, or as required by law through a court order.
- In accordance with federal and state law, medical information such as mental health conditions, HIV status, and substance abuse treatment will not be shared.
- Only agency staff members who have signed the ServicePoint User Agreement will be allowed to log into ServicePoint.
- You have a right to see your records, ask for changes, and to have a copy of your record from this agency upon written request (a copy fee may be charged).
- You have the right to refuse your information from being shared without a negative impact on services received.
- Regardless of your consent, the agencies have limited rights to include some of your information (non-identifying) for reports on poverty and low-income households and services needed by those populations.
- You have the right to withdraw your consent by informing agency staff in writing. Withdrawing consent will not change information that has already been given out or actions already taken.