

## 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*