



Tennessee Warning

Minnesota law requires that we inform you about your rights regarding the personal information we collect from you. The personal information that you provide to us is considered private under Minnesota law. Private information can be shared only if you give us your permission or a law allows or requires us to share the information. This notice explains why we are asking for this information, whether you have to share it with us, who else can see the information, and your rights to see the information.

Why do we ask for this information?

- To decide what you are eligible for
- To help you get the services you need
- To make reports and evaluate our program
- To advocate on your behalf when necessary

Do you have to answer the questions we ask and what if you choose not to answer them?

You do not have to give us your personal information. Without the information, we may not be able to help you.

With whom may we share information?

We will only share information about you as needed as and allowed or required by law. We may share your information with the following persons or agencies:

- Hennepin County Human Services and Public Health
- Minnesota Department of Human Services
- Minnesota Housing Finance Agency
- U.S. Department of Housing and Urban Development (HUD)
- Anyone else to whom the law says we must or can give the information
- Anyone else to whom you permit us to share the information by signing a release

We may also share information

- If you are threatening to harm yourself or another person;
- If staff suspect that you are being abused (sexual, physical and emotional) or neglected;
- If staff suspect that you are abusing or neglecting a child or vulnerable adult; or
- If we receive a court order mandating us to release records.

What are your rights regarding the information we have about you?

You may see the information that we have about you. To see it, you may ask the staff person with whom you work. You may request copies of the information we have about you. You may have to pay for the copies. We will respond to your request to see information or receive copies

as soon as possible or within 10 business days. If you believe the information is inaccurate or incomplete, you may notify us, in writing, describing your disagreement. We will respond within 30 days by correcting the information or notifying you that it will not be changed. Your written disagreement will be kept in your file and included if the information is ever shared.

The information you provide will be used by the staff of Catholic Charities of St. Paul and Minneapolis, and staff in other agencies needing access to help you obtain the kind of service or assistance you need or as provided by law.

Client Name

Client Signature

Date

Employee Name

Employee Signature

Date