

NW Social Services Connections

Notice to Clients of Uses and Disclosures Privacy Notice

- Our agency enters personal and demographic information about you into a computerized record-keeping system.
- The information is used to plan delivery of services.
- Information you provide will be used for administrative and operational purposes to improve, provide and coordinate services that can be offered you.
- Information you provide will be used for functions related to payment or reimbursement for services, monitor program effectiveness, and to prepare reports and statistical information without personal identifying information.
- If you have safety concerns, you may not want personal information shared with other community service providers and should discuss this with a staff member.
- Personally identifying information may be seen by staff members who provide you with services, select community service providers when authorized through a Release Of Information (ROI), and a small number of people (ie: system administrators) who maintain the computerized record-keeping system, except as required by law.
- You will not be denied services if you refuse to consent to share data with other community service providers.
- You have the right to see your record and to ask that it be corrected.
- You have the right to file a grievance if you feel you have been harmed in some way by the use of the computerized data system.

THIS IS NOT A COMPLETE STATEMENT OF YOUR INFORMATION RIGHTS. For a complete statement of your information rights, please ask a staff person for a copy of our Privacy Policy. If you have any questions about our computerized record-keeping system and how it might affect you, feel free to talk about your concerns with a staff member.