

WV CSBG DATA PRIVACY NOTICE

WV Community Services Block Grant Management Information System



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: 2/8/2007

Our Duty to Safeguard Your Protected Information

CHANGE, Inc. 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 the DBA FACS Pro™ CSBG Management Information System. Although DBA FACS Pro™ CSBG Management Information System helps us to keep track of your information, individually identifiable information about you is considered "Protected Information." We are required to protect the privacy of your identifying information and to give you notice about 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 **CHANGE, Inc. 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 WV CSBG Agency.

How We May Use and Disclose Your Information

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 CSBG and services as provided by other programmatic funding sources. Information that could be used to tell who you are will never be used for these reports. We will not turn your personal identifying information over to a national database. For uses beyond reports, we must have your written consent unless the law permits or requires us to make the use or disclosure without your consent.

You must sign this form before we can use you information.

Your Rights Regarding Your Information

- You have the right to ask for information about who has seen your information.
- You have the right to see your information and change it if it isn't correct.

Customer Signature

Date

Agency Personnel Signature

Date