

Fair Information Act Statement of Rights

Administering Agencies (AA) collect information about Applicants and Participants for their housing programs as required by law in order to determine eligibility, amount of rent, and correct apartment size. The information collected is used to manage the housing programs, to protect the public's financial interest, and to verify the accuracy of information submitted. Where permitted by law, it may be released to government agencies, other housing agencies, and to civil or criminal investigators and prosecutors. Otherwise, the information will be kept confidential and only used by AA staff in the course of their duties.

The Fair Information Practices Act established requirements governing AAs' use and disclosure of the information it collects. Applicants and Participants may give or withhold their permission when requested by the AA to provide information. However, failure to permit the AA to obtain the required information may result in delay, ineligibility for programs, or termination of housing subsidy. The provision of false or incomplete information is a criminal offense punishable by fines and/or imprisonment.

As an Applicant or Participant, you have the following rights in regards to the information collected about you.

1. No information may be used for any purpose other than those described above without your consent.
2. No information may be disclosed to any person other than those described above without your consent. If we receive a legal order to release the information, we will notify you.
3. You or your authorized representative have a right to inspect and copy any information collected about you.
4. You may ask questions and receive answers from the AA about how we collect and use your information.
5. You may object to the collection, maintenance, dissemination, use, accuracy, completeness, or type of information we hold about you. If you object, we will investigate your objection and will either correct the problem or make your objection part of the file. If you are dissatisfied, you may appeal to the Executive Director who will notify you in writing of the decision and of your right to appeal to the Department of Housing and Community Development.

I have read and understand this Fair Information Practices Statement of Rights and have received a copy for future reference. This form must be signed, dated, and mailed with your application to each AA where you apply for housing.

Signature _____ Date _____