



F.A.I.T.H. CONNECTION CENTER INC.

Notice of Privacy and Confidentiality Practices Agreement

Introduction: At F.A.I.T.H. Connection Center Inc., we are committed to protecting your privacy and ensuring that your personal information is handled with the utmost care and confidentiality. This Notice of Privacy and Confidentiality Practices Agreement outlines how we protect your information, the ways in which we may collect and use your personal data, and your rights regarding your information.

By signing this Agreement, you acknowledge that you understand the terms outlined below and consent to the sharing of personal information necessary for the provision of services.

1. Purpose of Information Collection: F.A.I.T.H. Connection Center Inc. collects personal information for the purpose of providing services, including but not limited to counseling, case management, legal advocacy, referrals, housing resources, and other programs that support survivors of domestic violence. The information we collect helps us understand your needs, evaluate the services provided, and ensure that you receive the appropriate care and support.

2. Types of Information Collected: The types of personal information that may be collected include, but are not limited to:

- Full name
- Contact information (address, phone number, email)
- Date of birth
- Medical, psychological, or other health-related information
- Financial information (if applicable for program eligibility)
- Employment and educational history
- Criminal history (if relevant to services or support)
- Information about your experience with domestic violence
- Other information required for the proper provision of services

3. Confidentiality: F.A.I.T.H. Connection Center Inc. respects your right to privacy. All personal information you provide will be kept confidential and stored securely. Information will not be shared with external parties without your consent, unless required by law or in specific circumstances outlined below.

4. Limits to Confidentiality: While we strive to maintain the confidentiality of your information, there are situations where we may be required to disclose certain details:

- **Legal Requirements:** If required by law, we may disclose your information to authorities, including law enforcement or child protective services, in cases of suspected abuse, harm, or when required by court order.
- **Imminent Danger:** If there is an imminent threat of harm to yourself or others, we may disclose relevant information to protect your safety or the safety of others.
- **Referral Purposes:** Your information may be shared with trusted referral partners, such as housing authorities, health care providers, or other organizations, but only with your consent and to ensure appropriate care is provided.

5. Your Rights: As a participant in the programs and services of F.A.I.T.H. Connection Center Inc., you have the following rights regarding your personal information:

- **Access to Information:** You have the right to access and review your personal information upon request. Requests should be made in writing to the Center's designated Program Manager.
- **Corrections:** If any information we have is inaccurate, you have the right to request corrections.
- **Withdrawal of Consent:** You may withdraw your consent for information sharing at any time, unless we are legally required to retain or disclose certain information.
- **Right to File a Complaint:** If you believe your privacy rights have been violated, you may file a complaint with the Program Manager.

6. Security of Your Information: F.A.I.T.H. Connection Center Inc. has implemented administrative, technical, and physical safeguards to protect your personal information from unauthorized access, loss, or theft. These safeguards include password-protected electronic

records, secure storage for physical files, and a policy restricting access to confidential information to only those who need it to provide services.

7. Use of Information: The information collected will only be used for purposes directly related to providing services to you, such as:

- Providing counseling or case management
- Offering legal advocacy and referrals
- Helping with housing resources and services
- Conducting assessments or evaluations to improve services
- Ensuring compliance with regulatory and program requirements

8. Consent for Sharing Information: By signing below, you give your informed consent for F.A.I.T.H. Connection Center Inc. to collect and use your personal information as described in this Agreement. You understand that your participation in our programs is voluntary, and you have the right to revoke your consent at any time.

9. Consent to Communicate: In some cases, F.A.I.T.H. Connection Center Inc. may need to communicate with you through phone, email, or text messages. By signing below, you consent to communication via these methods for the purposes of providing services.

Agreement:

I, _____ acknowledge that I have read and understood the above Notice of Privacy and Confidentiality Practices Agreement. I consent to the collection, use, and disclosure of my personal information as described in this document. I understand my rights under this agreement and acknowledge that I may withdraw my consent at any time, except where otherwise required by law.

I further understand that if I have any questions or concerns regarding my privacy or the confidentiality of my information, I may contact the Program Manager at F.A.I.T.H. Connection Center Inc.

Signature of Client: _____

Date: _____

Signature of F.A.I.T.H. Connection Center Staff (Witness): _____

Date: _____