



BRIDGES TO HOUSING STABILITY (BRIDGES) PRIVACY PRACTICES

Protecting the privacy and confidentiality of information about our clients is very important to Bridges. Accordingly, we strive to comply with each of the following practices in everything we do:

- We do not sell, rent, lease or otherwise disclose personal information of our clients for purposes unrelated to our services.
- We expect our employees to respect the personal information of our clients. Bridges has policies and practices in place to help ensure that our employees carry out these practices and otherwise protect personal information about our clients. Employees are subject to discipline for violation of these policies.

Collection of Information

As part of Bridges' normal operating procedures, Bridges and our staff acting on our behalf, need to obtain information to determine an individual's eligibility for the programs and services we administer, including:

- Information we are required to collect by our funders.

Disclosure of Information

Our staff will make disclosures of our clients' information and only while acting on Bridges behalf and, furthermore, will make such disclosures only as Bridges itself is permitted to make.

Neither Bridges nor our staff will use or share with other parties information about Bridges clients for any purpose other than the performance of care by Bridges or to which the client consents.

Neither Bridges nor our staff will further disclose any nonpublic personal information about a former client of Bridges other than as may be required or permitted by law.

Confidentiality and Security

Bridges and our staff will safeguard, according to strict standards of security and confidentiality, any information we collect, receive or maintain about Bridges clients. Bridges maintains administrative, technical and physical safeguards to ensure the security and confidentiality of our client information and records, to protect against anticipated threats or hazards to such records, and to protect against unauthorized access to or use of such information or records.

Internally, Bridges limits access to our client information to only those employees who need access to the information to perform their job duties. Employees who misuse information are subject to disciplinary actions. Externally, we do not disclose client information to any third parties unless we have previously informed the client of the disclosure, have been authorized to do so by the client, or are required or permitted to make the disclosure by law or by our regulators.

Notice of Information Practices

Information practices include the following: Bridges may obtain information about you and any other persons applying for our services. Some of this information will come from you and some may come from other sources. That information and any other subsequent information collected by Bridges may in some circumstances be disclosed to third parties without your specific consent. Clients have the right to receive the specific reason(s) for an adverse decision for services in writing. If you wish to have a more detailed explanation of our information practices, please submit a written request to Bridges.



ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

By signing this form you acknowledge that you have received the Bridges privacy practice and privacy notice.

Client Signature

Date

Witness Signature

Date