

## The Way Home Privacy Policy and Practices

The Way Home is committed to the responsible management, use and protection of your personal information.

In your Housing Counseling application, we ask you to authorize The Way Home to verify any information provided by you, and to discuss information pertinent to meeting my housing needs with appropriate persons and agencies.

Please tell us if you have any concerns about our contacting persons/agencies. Use the list below. You may later remove some one from the “do not contact” list just by calling your housing counselor.

The “do not contact” list is optional. You may skip it and go to the next part.

Do Not Contact	Date	Comment	Date: Allow Contact	Initials, If by Phone Counselor	Initials, If in Person: Client

**Information We Collect:** We collect personal information to support our housing counseling program and to aid you in obtaining and keeping a home either as a home owner or a renter.

**Information We May Disclose With Your Permission:** We share information only as needed to assist you to meet safe, affordable housing needs, report to funders, and comply with laws governing our services.

**Use of Information for Other Data Purposes:** We will remove any personal identification if and when information is used for data reports not directly tied to responsible management of our housing services and accountability to funders who make these services possible.

**Confidentiality and Security:** We maintain physical and electronic security procedures to safeguard the confidentiality and integrity of personal information in our possession and to guard against unauthorized access. We use locked files and user authentication to protect your information. Our safeguards comply with federal regulations to guard your personal information.

**We Do Not Make Disclosures to Unaffiliated Third Parties:** If this policy changes at a future time, we will obtain your permission first before making any such disclosures.

**Your privacy instructions and any previous privacy instructions will remain in effect until you request a change.**

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**I understand and agree to participate in The Way Home’s Housing Counseling Program with the above noted privacy instructions.**

**Client Name:** \_\_\_\_\_

**Counselor:** \_\_\_\_\_

\_\_\_\_\_  
**Signature** **Date**

\_\_\_\_\_  
**Signature** **Date**