

Notice of Privacy Practices
People Reaching Out To Other People (PROP)
(Effective Date: June 13, 2007)

This notice describes how private information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

You have privacy rights under the Minnesota Government Data Practices Act. These laws protect your privacy, but also let us give information about you to others if a law requires it.

Why do we ask you for this information?

- * To tell you apart from other people with the same or similar name
- * To help you get financial or social services from agencies other than PROP
- * To collect money from the city, state or federal government for the help we give you
- * To make reports, do research, do audits and evaluate our programs
- * To decide what you may be eligible for

Do you have to answer the questions we ask?

Generally, the law does not say you have to give us this information. We need your social security number in order to give you some kinds of financial help.

What will happen if you do not answer the questions we ask?

We need information about you to tell if you can get help from PROP. Without the information, we may not be able to help you or get help for you from other agencies. If you give us wrong information on purpose, you can be investigated and charged with fraud.

With whom may we share the information about you?

We may give information about you to the following agencies, if they need it to help you or help us help you. We don't always share information about you with these people, but the law says we may share information with them. If you have questions about when we give these people information, ask the PROP staff person who is working with you.

- * Organizations that provide funding to PROP
 1. United Way
 2. CDBG (Community Development Block Grant)
- * Hennepin South Services Collaborative
- * Hennepin County and/or Carver County or other government agencies who may provide services for you
- * Eden Prairie FamiLink Resource Center
- * CAPSH (Community Action Partnership of Suburban Hennepin)
- * City of Eden Prairie or Chanhassen or other local city government that may provide services for you
- * Guardian, conservator or person who has power of attorney for you
- * Social Workers at area School Districts
- * CAP Agency, ICA and VEAP food shelves

PROP staff and volunteers must report known or suspected abuse and neglect of children and vulnerable adults. Information will be shared with county protective services and/or law enforcement authorities as mandated by law.

You have the right to information we have about you.

You may ask if we have any information about you and get copies. You may give other people permission to see and have copies of private information about you. You may question the accuracy of any information we have about you. If you do not think your information is accurate or complete, you may appeal by submitting your objection in writing to the Executive Director. You must tell us why the information is not accurate or complete. Your explanation will be attached any time that information is shared with another agency.

Sign below to indicate that you have received this privacy notice.

RECIPIENT OF NOTICE OR LEGALLY AUTHORIZED REPRESENTATIVE	DATE
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