

## Privacy Policy & Data Security Disclosure

Northern Circle Indian Housing Authority  
Education Supportive Services Department  
694 Pinoleville Drive  
Ukiah, CA 95482

Northern Circle Indian Housing Authority is committed to assuring the privacy of individuals and/or families who have contacted NCIHA for assistance. It is understood that the concerns brought to this agency are highly personal in nature. All information shared both orally and in writing will be handled according to legal and ethical considerations. "Non-public" personal information such as debt information, income, living expenses and personal information concerning financial circumstances will be provided to creditors with written authorization given by signing this document. Anonymous aggregate case file information may be provided for the purpose of evaluating services, gathering statistics, designing future programs or during an audit.

### Types of information Gathered

**Intake Form:** Name, address, social security number, birth date, education, race and ethnicity, assets, income, marital status, number living in household, children.

**Credit Report:** Credit score, creditors, credit history, account- balances, and parties to a transaction, credit card usage, tax liens and judgments.

**Opt Out:** To "opt-out" means public information **only** is given to creditors. Public information is any information published in a public record. To "opt-out" of disclosures of nonpublic personal to third parties sign the "opt-out" portion of this disclosure where indicated. Opt-out may be removed at any time by presenting a written request.

### Information Supplied to Third Parties

Unless otherwise indicated by signing the "opt-out" portion of this disclosure, certain information regarding creditors, credit score, financial information, tribal enrollment, income and other nonpublic information may be shared with employees of NCIHA and agencies providing services directly that are involved with the counseling provided by NCIHA. Demographic and financial will be shared with grant providers after it's compiled without personal identity.

If compelled by legal process information must be provided. Every effort will be made by NCIHA to make the client aware of the incident.

Physical, electronic and procedural safeguards that comply with regulations are in place to guard all nonpublic information. They include surveillance camera, electronic burglar alarm system, locked filing cabinets, office door that must be kept locked if no one is present.

**OPT-OUT:** I wish to opt out of any disclosure of my nonpublic, personal information to any person or entity other than the employees of Northern Circle Indian Housing authority until further notice.

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

Opt-Out  
Receipt of Copy \_\_\_\_\_ Non Opt-Out  
Receipt of Copy \_\_\_\_\_