

PLEASE READ AND KEEP FOR YOUR RECORDS

Semcac Data Privacy Notice

We collect personal information about the people we serve. This information is stored in our computer system.

Why?

- To determine your eligibility in our programs and suggest other programs you may be eligible for.
- So we can report the number of individuals our Agency has served and continue to receive funding for those services.
- So we can determine the services needed by individuals in our communities.

Certain information you provide about you and your household is considered private data as defined by the Minnesota Government Data Practices Act. We will use your private data only when it is required for administration and management of the programs that you seek. The persons or agencies with whom this information may be shared include:

- People who work for this agency will use it to help provide services to you and/or your household.
- Auditors or funders who have legal rights to review the work of this agency.
- Our State Wide System Administrator who assists us with our computer support.
- Other Community Action Agencies who provide the same or similar programs.
- The law states we have to report physical or sexual abuse of children and vulnerable adults. If we think there is abuse or neglect in your household, we will report it to Child or Adult Protection.
- Law enforcement personnel in the case of suspected fraud, or if presented with a valid subpoena, warrant, or court order.
- Those persons who you authorize to see it.

Your Rights

- You have the right to see and obtain copies of the data maintained on you. (Unless we cannot give it because of certain legal proceedings.)
- You have the right to be told the contents and meaning of the data.
- You have the right to challenge the accuracy and completeness of the data.

To exercise these rights, contact, (in writing): Semcac, Attn: Executive Director, PO Box 549, Rushford, MN 55971