



May 31, 2018

SUBJECT: Privacy Policy for Transitions Homeless Center

FROM: Transitions Operating Guidelines (TOG), Page 12

GENERAL:

Employees will respect the privacy of persons served and hold in confidence all information obtained in the course of professional service. Employees will maintain a professional attitude that upholds confidentiality toward individuals served, colleagues, applicants, and Transitions. Upon termination, former employees will maintain client and co-worker confidentiality and hold as confidential any information obtained concerning Transitions.

SPECIFIC:

1. Transitions follows HIPPPA laws with regard to all client information and data.
2. All Homeless Management Information System (HMIS) data and information will be safeguarded as directed by HUD and MACH guidance (HIPPA Compliant). Case management information will be used by providers with client release statements. Clients sign yearly HMIS release forms for data entry.
3. Staff will safeguard all personal information for clients and other staff members following privacy laws. Information will only be used for Transitions purposes and not shared with outside organizations or any personal solicitations without a client signed release of information.
4. Donor information will be safeguarded and used only for Transitions development. Their data will not be sold or shared, and their privacy will be maintained. When you make a payment through our secured site, you provide your name, contact information, payment information, and additional information related to your transaction. We use this information to process your payment and to ensure your payment is correctly credited to your account.

Questions on this policy will be directed to the CEO or Director of Operations.

Respectfully,

Craig J. Currey  
Transitions CEO