

FAIR INFORMATION PRACTICES ACT STATEMENT OF RIGHTS

The **Newburyport Housing Authority** collects information about applicants and tenants for its housing programs as required by law in order to determine eligibility, amount of rent and correct apartment size. The information collected is used to manage the housing programs to protect the public's financial interest and to verify the accuracy of information submitted. When permitted by law, it may be released to government agencies, other housing authorities, and to civil or criminal investigators or prosecutors. Otherwise, the information will be kept confidential and used only by the housing authority staff in the course of their duties.

The *Fair Information Practices Act* established requirements governing housing authorities' use and disclosure of information it collects. Applicants and tenants may give or withhold their permission when requested by a housing authority to obtain required information, however, failure to permit the housing authority to obtain required information may result in delay, ineligibility for programs, or termination of tenancy or housing subsidy. The provision of false or incomplete information is a criminal offense punishable by fines and/or imprisonment.

As an applicant or tenant, you have the following rights in regard to the information collected about you.

- 1. No information may be used for any purpose other than those described above without your consent.*
- 2. No information may be disclosed to any person other than those described above without your consent.*
- 3. You or your authorized representative have a right to inspect and copy any information collected about you.*
- 4. You may ask questions and receive answer from the housing authority about how it will collect and use your information.*
- 5. You may object the collection, maintenance, dissemination, use, accuracy, competences or type of information the housing authority holds about you. If you object, it will investigate your objection, and either corrects the problem or make objection part of the file. If you are dissatisfied, you may file a grievance under the housing authority's grievance procedure.*

I have read and understood this Fair Information Practices Act Statement of Rights and have received a copy for future reference.

Applicant's Signature

Date

EQUAL HOUSING OPPORTUNITY