



Client Data Privacy Acknowledgment and Consent Form

Miami Metropolitan Housing Authority and Miami County Community Action Council work together to provide housing, anti-poverty, and self-sufficiency programs. We share staff, buildings, and programs, and may share limited client information to better serve you.

How We Handle Your Information

Collection

We collect only the information necessary to determine eligibility, provide services, and meet federal requirements. Information may be verified using primary documents, secondary sources, and third-party data.

Storage

Your information is stored securely in locked files or password-protected systems. We regularly invest in technology and staff training to protect your data.

Use

Your information is used to provide housing and services, meet reporting requirements, and comply with applicable laws.

Sharing of Information

Between Agencies

Miami County Community Action Council and Miami Metropolitan Housing Authority may share limited information, including address, phone number, email, program participation, and debts owed.

With Federal and State Funders (Required)

To participate in funded programs, certain information must be shared with government partners for audits, compliance, eligibility verification, and reporting.

Outside of Funders

We do not share your information with outside organizations without your written consent unless required by law (e.g., court order, law enforcement, or FOIA request). Staff consult legal counsel before releasing any such information.

Freedom of Information Act (FOIA)

As a public agency, the Public Housing Authority is subject to FOIA. While most personal information is protected, certain records may be disclosed if required by law.

Your Rights

- You may request to review the information we have about you
 - You may request corrections to inaccurate information
 - You may file a complaint if your information is handled improperly
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Required Consent for Participation

I understand that participation in federally or state-funded programs requires Miami County Community Action Council and Miami Metropolitan Housing Authority to share my information with funding partners. This may include personal, demographic, financial, and housing-related information for compliance, reporting, and audit purposes.

I consent to this required sharing as a condition of receiving services.

Acknowledgment

By signing below, I confirm that:

- I have received and read (or had explained to me) the Client Data Policy
 - I understand how my information is collected, stored, shared, and used
 - I understand that information sharing with funding partners is required
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Client Name (Print): _____

Client Signature: _____ Date: _____

Staff Witness (Print): _____

Staff Signature: _____ Date: _____