

Buffalo Area Services Network (BAS-Net)

Summary of Privacy Notice

BAS-Net is a computer system for data collection that was created to meet a requirement for the United States Congress. This requirement was passed in order to get a more accurate count for individuals and families who are homeless and to identify the need for different services. Many agencies use this system and share information only with your permission.

Information that you may agree to allow us to share includes:

- Basic identifying demographic data (e.g., name, last 4-digit of SSN, date of birth)
- Nature of your situation.
- Services and referrals you receive from our agency

Maintaining the privacy and safety of those using our services is very important to us. Your record will only be shared if you give us permission to do so. There may be risks and/or benefits for you to consider before you decide whether or not to consent to the release of information. You may request your name be entered in as "anonymous". You cannot be denied services that you would otherwise qualify for if you choose not to share information.

Confidentiality Rights: This agency follows all confidentiality regulations and also has its own confidentiality policy.

Your Information Rights. As a client, you have the following rights:

- Access to your record to your request
- Request a correction of your record.
- Refuse consent to share information with other agencies.
- File a grievance if you feel that you have been unjustly served, put at personal risk, harmed, or your personal information was not kept confidential.
- Your release will be in effect until the specified time that you have designated.
- Your release agreement can be withdrawn at any time by making a written request at this agency.

Benefits of BAS-Net and Agency Information Sharing:

Allowing us to share your real name results in a more accurate count of individuals and services used. A more accurate count is important because it can help us and other agencies:

- Make referrals easier and faster by reducing paperwork.
- Better show the need for services and assistance needed in our area.
- Obtain more money and resources to provide services.
- Plan and deliver quality services to you and your family
- Assist the agency to improve its work.
- Keep required statistics for state and federal funders.
- Promote coordination of services so your needs are better met.
- Avoid having to report as much information to get assistance from other agencies.

Risks in Sharing Information.

- Physical harm or other negative consequences to you or members of your family if someone knew that they could find you from the information shared.
- Physical harm or other negative consequences to you or members of your family if someone found out you sought help, particularly if you or your children have experienced domestic violence, sexual assault, stalking, or child abuse.
- There are others who may work or volunteer at other participating agencies who you may not want to have access to your information.
- The degree to which you are satisfied by the confidentiality provisions explained about the BAS-Net system.

You may request a copy of the full privacy notice at any time.