

## Bi-County Community Action Programs, Inc. YOUR PRIVACY RIGHTS

*This sheet tells you about your right under the Minnesota Government Data Practices Act (“the Act”). This Act protects your privacy, but also lets us give information about you to others if a law requires it AND we tell you before we do it. The information below tells you why and when we will ask for and give information about you.*

What kind of information do we collect?

Under the Act, information about individuals is divided into four categories:

- **Public information:** information about you that is available to anyone.
- **Private data:** information about you that can be shared only if you give us your permission or if a law allows or requires us to share the information.
- **Confidential information:** information about you that can’t be shared about you.
- **Summary information:** information about you that does not identify you personally, which may be shared with others, generally for reporting purposes.

Generally, we only ask for two types of information from you – public and private information. We use summary information for reports but it does not identify you or anyone else by name or other identifying information.

Why do we ask for this information?

We may ask you for information so we can:

- Tell you from other persons by the same or similar name
- Decide if you can receive services from us and what or how much you can get.
- Help you get financial or social services from other agencies or companies.
- Make reports, do research, audits, and evaluate our programs.
- Collect money from government for help we give you.

Do you have to answer the questions we ask? What will happen if you do not answer the questions we ask?

Generally, you do not have to give us information. However, if you do not give us the information, we may not be able to determine whether we can help you, or get help for you from other agencies.

With whom may we share the information about you?

We may give information about you to the following agencies, if they need it to help you or help us help you. This does not mean we always share information about you with these people. It only says that there is a law that says we may share data with these people (sometimes the law says we **MUST** share certain information). If you have questions about when we give these people information, ask the staff person who is working with you.

- MN Department of Human Services
- Other state or federal agencies who provide program funding.
- Other government agencies who have or may provide you with help.
- Anyone under contract with us or a government agency to provide services.
- Local governments with whom we work
- Member agencies of a local collaborative
- Guardian, conservator, or a person who has power of attorney for you.

You have the right to copies of information we have about you.

- You may ask if we have any information about you.
- If we have information about you, you may ask for copies.
- You may give other people permission to see and have copies of private data about you.
- If you do not understand the information, you may ask to have it explained to you.
- You may ask for and receive a copy of this agency’s Data Practices policy.

How do you appeal if you think information is not accurate or complete?

Your objection must be in writing and sent to the head of this agency. You may deliver it to our offices or mail it to: Bi-County CAP, Inc.  
 PO Box 579  
 Bemidji, MN 56619

You must tell us why the information is not accurate or complete. You may send your own explanation of the facts you disagree with. Your explanation will be attached any time that information is shared with another agency. For more information on how to do this, ask the staff person working with you.

*If you have any questions about the information on this form,  
 ask the staff person who is working with you.*

Signature	Date
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