

## **GATEWAY HOMELESS COALITION, INC. PRIVACY POLICY**

The Gateway Homeless Coalition, Inc. (GHC) is committed to making available services that will enable individuals and families to have decent, safe and affordable housing. Protecting personal information and using it in a manner consistent with our clients' and donors' expectations is a high priority. To ensure that our clients and donors can rely upon the quality of services we make available, GHC adheres to the following policy:

1. GHC will only collect the personal information that is necessary to conduct our business. That means we will only collect information to provide services and to safeguard the assets of GHC.
2. GHC will protect our current and former clients' and donors' personal information. We will maintain strong security controls to ensure that client and donor information in our files and computers is protected. Where appropriate, we will use passwords to protect against unauthorized access to personal records, ensure accuracy and integrity of communications and transactions and protect confidentiality. GHC shall restrict access to client and donor information to those employees, directors and other volunteers who have need for it to provide services to clients or to fulfill their legal or fiduciary responsibilities. GHC employees and volunteers will be informed of their responsibility to protect confidential information and are bound by this Privacy Policy.
3. Clients and donors shall have reasonable access to their information upon request. GHC has the responsibility to ensure that the records are complete and accurate.
4. GHC will not disclose nonpublic personal information to non-affiliated third parties except:
  - When the client or donor authorizes the disclosure
  - When the disclosure is authorized by applicable law
  - When such disclosure is required to complete a transaction
  - When necessary to comply with a court order or regulation
5. GHC will not sell clients' or donors' information to telemarketing firms or any third-party agency.