

DATA PRIVACY STATEMENT

(TO BE READ BEFORE SIGNING AN APPLICATION FORM)

We are asking that you provide the information in the Rehabilitation Program Application Packet to determine if you are eligible to participate in the program.

Your name, address and the amount of assistance you receive are considered public data under the Minnesota Data Practices Act. Other information that you provide for the Gap Assistance Program about you and your household is considered private data.

We will use your private data only when it is required for administration and management of the program. Persons or agencies with whom this information may be shared include:

1. Staff and other persons involved in program administration.
2. The local loan committee members who approve all applications.
3. Auditors who perform required audits of our programs.
4. Authorized personnel from the Minnesota Department of Employment and Economic Development and the U.S. Department of Housing and Urban Development or other local, state and federal agencies providing funding assistance to your loan.
5. Members of the local governing board for the purpose of addressing/resolving applicant complaints (as addressed in the policy and procedural manual).
6. Those persons who you authorize to see it.
7. Law enforcement personnel in the case of suspected fraud.
8. Lending institution, agency, or party, where owner's match is to be obtained.

We cannot release private data to anyone else or use the private data in any other way unless you give us permission by completing a consent form that is provided. Please keep in mind, however, that data must be released if required by court order, and in addition, your private data may be released if Congress or the Minnesota Legislature passes a new law that authorizes or requires such release of data.

Applicant

Date

Applicant

Date

Minnesota law gives you important rights in regard to information maintained about you. These include:

1. The right to see and obtain copies of the data maintained on you,
2. Be told the contents and meaning of the data, and
3. Challenge the accuracy and completeness of the data.

To learn more about these rights, contact: Judy Flemming at (320) 234-4251.