

DATA PRACTICES NOTICE

This notice is given and/or reviewed with all MAP clients. For the purposes of this document, clients are defined as those persons receiving reportable services through MAP AIDSLine Quick Connect, HIV counseling and testing, case management, transportation, housing services, legal services, benefits counseling, Care Outreach, Every Penny Count Emergency Assistance, or Positive Link.

As a client of the Minnesota AIDS Project certain laws including the right to privacy protect you. The Minnesota Government Data Practices Act provides you with rights about data obtained from you. The data we collect at MAP is, in nearly all cases, considered private data, which means you have access to it. The Minnesota AIDS Project is aware of the sensitive and private nature of much of the information that is shared between clients and MAP staff. MAP as an agency, is committed to maintaining and protecting your confidentiality.

Why MAP Collects Data

- To assess your individual situation and coordinate services for you. These services may be at MAP or they may be services you receive from other agencies;
- To assess the effectiveness of MAP's services;
- To verify to funding sources that MAP is providing services and the outcome of those services;
- To determine your eligibility for services offered by MAP and other agencies;
- To make appropriate referrals.

Information about you may be exchanged among MAP staff and volunteers as needed to coordinate services for you. Additionally, client records may be reviewed for the following reasons:

- Supervisors, agency attorneys or consultants to make sure you are receiving the best possible service;

MAP staff provides information to agencies and government offices that provide funding to MAP. Clients receiving services funded in whole or part through the Ryan White HIV/AIDS Treatment Modernization Act of 2006 will have demographic data about them including their names, sent to the Minnesota Department of Health (MDH). MDH maintains this information in a confidential manner and does not share your name with any other outside entity.

Right to Refuse and Consequences of Refusal

You have the right at any time to refuse to share information about yourself with MAP staff. Generally this will not affect the services you are receiving. However, in some cases, there is the possibility that MAP will be unable to provide some type of service to you unless we have certain information. MAP staff will let you know if your refusal to share information will affect the services that can be provided.

The Minnesota Department of Health HIV/STD Services Division, federal and state program compliance auditors, the Minnesota Department of Human Services HIV/AIDS Division Programs, Housing and Urban Development (HUD), Hennepin County Adult Services, Hennepin County Public Health and Human Services, the Minnesota Housing Finance Agency and the City of Minneapolis and other persons or entities authorized by law to collect data may also review client records to monitor the services provided by MAP. The same law that gives you privacy prohibits these persons or entities from releasing information about you once they have received it.

MAP staff are mandated reporters meaning there are circumstances when they are required to report suspected child abuse or neglect, threats to others or self, or suspected abuse or neglect of vulnerable adults to social services or law enforcement. Other than these circumstances and as outlined above, MAP cannot use or release information without your express written or verbal permission.

My signature below means that I have read this document and have also been offered a copy of this information.

Client Signature

Date

_____ (Staff initial and date if no client signature)

This document is available in **alternate formats** upon request.