

**Lebanon County Community Action Partnership  
503 Oak Street, Lebanon PA 17042  
717-273-9328**

## **EMERGENCY RENT ASSISTANCE PROGRAM**

### **Notice of Information Practices and Privacy Statement**

#### **How We Collect Information About You**

Lebanon County Community Action Partnership Emergency Rent Assistance Program and its employees and volunteers collect data through a variety of means including but not necessarily limited to letters, phone calls, emails, voicemails, and from the submission of applications that are either required by law or necessary to process applications or other requests for assistance through our organization.

#### **What We Do Not Do With Your Information:**

Information about your financial situation and medical conditions and care that you provide to us in writing, via email, on the phone (including information left on voicemails), contained in or attached to applications, or directly or indirectly given to us, is held in strictest confidence.

We do not give out, exchange, barter, rent, sell, lend, or disseminate any information about applicants or clients who apply for or actually receive our services that are considered confidential, restricted by law, or specifically restricted by a client in a signed HIPAA consent form.

#### **How We Do Use Your Information:**

Information is used only as is reasonably necessary to process your application or to provide you with counseling services that may require communication between Lebanon County Community Action Partnership Emergency Rent Assistance Program and other entities delineated on a signed Authorization for Release of Information. If you apply or attempt to apply to receive assistance through us and provide information with the intent or purpose of fraud or that results in either an actual crime of fraud for any reason including willful or un-willful acts of negligence whether intended or not, or in any way demonstrates or indicates attempted fraud, your non-medical information can be given to legal authorities including police, investigators, courts, and/or attorneys or other legal professionals, as well as any other information as permitted by law.

#### **Information We Do Not Collect:**

We do not use cookies on our website to collect data from our site visitors. We do not collect information about site visitors. We do not use any affiliate programs through our site.

#### **Limited Right to Use Non-Identifying Personal Information from Biographies, Letters, Notes, and Other Sources:**

Any pictures, stories, letters, biographies, correspondence, or thank you notes sent to us become the exclusive property of Lebanon County Community Action Partnership. We reserve the right to use non-identifying information about our clients (those who receive services from or through us) for promotional purposes that are directly related to our mission. Clients will not be compensated for use of this information and no identifying information (photos, addresses, phone numbers, contact information, last names or uniquely identifiable names) will be used without the client's express advance permission. You may specifically request that NO information be used whatsoever for promotional purposes, but you must identify any requested restrictions in writing. We respect your right to privacy and assure you no identifying information or photos that you send to us will ever be publicly used without your direct or indirect consent.

***The mission of Lebanon County Community Action Partnership  
is to actively encourage economic security for Lebanon County residents in need  
through in-house services and by collaborating with community resources.***