

## RIGHT TO KNOW

Under the Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 to 13.99) you have the right to know the following about the information you are asked to provide about yourself.

1. Information about you or supplied by you may be public, private or confidential. Public information is available to the public. Private information about you is not available to public but is available to you. Confidential information about you is not available to the public or to you.
2. MPHA may ask you for information about your income, expenses, assets, childcare, family composition, criminal history, drug treatment records, and other information including but not limited to fingerprints as required by state, local and federal law or regulation.
3. The purpose of asking for the information is to:
  - a. Determine if you are eligible to participate or to continue to participate in an MPHA program;
  - b. Determine the amount of rent you will pay;
  - c. Assist MPHA in maintaining and/or upgrading its housing stock;
  - d. Determine if you are lease and/or program compliant;
  - e. Assist MPHA in providing safe premises that is free of criminal or other activity that is violent or threatens the health, safety, or right to the peaceful enjoyment of the premises by other tenants, MPHA's employees or persons residing in the immediate vicinity of the premises;
  - f. Assist MPHA in providing safe premises free of any activity resulting in a felony conviction or any drug-related criminal activity on or off its premises engaged by a tenant, a member of the tenant's household, a person under the tenant's control or a guest of the tenant; or
  - g. Assist MPHA in complying with state, local and federal law or regulation.
4. Information obtained from a drug abuse treatment facility, criminal history documents obtained from a law enforcement agency, or information about a life time registration requirement for a sex offender will be collected, stored and destroyed as provided by MPHA's Criminal, Drug Treatment and Registered Sex Offender Records Management Policy. All other requested information about you will be a permanent part of MPHA's record keeping. This permanent information may be used in the future for the reasons stated above.

5. You may refuse to provide the information requested. However, if you refuse to provide the information, MPHA may deny your application, evict you or stop your continued participation in an MPHA program.
6. If you supply the information requested, MPHA may have grounds to deny your application, evict you or stop your continued participation in an MPHA program.
7. Your name, sex, address and age and the name, address and age of your household members or guests will be disclosed to the following when it involves lease enforcement, sound property management practices or the administration of MPHA's low rent income housing, Section 8 or other programs:
  - a. MPHA's employees, people who work with MPHA, your Section 8 landlord and people who work with volunteer programs which help you or MPHA;
  - b. Health or human service agencies and the Minneapolis Police Department when under contract with MPHA and when it involves lease enforcement, sound management practices or the administration of MPHA's public housing or other programs;
  - c. Hennepin County Department of Human Services and Minnesota Department of Revenue;
  - d. School districts;
  - e. A local fire department, paramedic service, medical examiner, or other emergency vendor responding to an emergency situation that requires the sharing of information.
  - f. Local utility companies for gas, electricity and phone and cable TV company if you are receiving cable TV services;
  - g. U.S. Post Office and U.S. Census Bureau;
  - h. Security companies and their employees under contract with MPHA and security guards hired by MPHA; and
  - i. U.S. Department of Housing and Urban Development (HUD) and other public housing agencies;
8. Your social security number, date of birth, emergency contact name, medications, medical history diagnosis, tenancy history will be disclosed to state and local health, welfare, child protection and adult protection agencies or departments when there is a reasonable belief that you or a member of your household is at risk of harm or will harm others.
9. The information you supply or about you is available to you. You, your authorized representative or legal guardian may request, review and receive a copy of the information maintained by MPHA about you if the information is public or is private about yourself. While there is no cost to review the public and private data information, MPHA may charge the actual cost incurred in providing a copy of the information to you.

10. You may contest the accuracy and completeness of the public or private information about you in your file. Please write to MPHA describing the nature of your concern or disagreement. MPHA shall respond to your letter within 30 days as provided by Minn. Stat. § 13.04 sub. 4. Send your request to:

Carol Kubic, Director of Legal Services  
Minneapolis Public Housing Authority  
1001 Washington Avenue North  
Minneapolis, MN 55401

11. If you have any questions about your data privacy rights, please contact your public housing manager if you are a public housing resident, the rental office if you are applicant, or the Director of Legal Services. I have received a copy of this document and was given an opportunity to read it and to ask questions about my rights.

12. This release will expire in one year from the date below.

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Date

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Signature of Head of Household