

RIGHT TO KNOW

(Revised March 2018)

The Minneapolis Public Housing Authority (MPHA) is asking you to provide certain information and will ask you from time to time to supply additional information. 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 give to MPHA.

1. Why the data is being collected:

The information MPHA collects about you may be classified under Minnesota law as either public (any one can see it), private (the public is not given access, but you are), or confidential (even you cannot see the information).

The purposes and uses of this information are for one or more of the following reasons:

- a) To determine whether you are eligible to participate or to continue to participate in MPHA's housing program;
- b) To enable us to determine the amount of rent you will pay;
- c) To assist MPHA in maintaining or upgrading its housing stock;
- d) To determine if you are lease and/or program compliant;
- e) To pursue, defend, or cooperate with court and administrative proceedings;
- f) To provide safe premises free of criminal, violent or other activity that may threaten the health, safety, or right to the peaceful enjoyment of the premises by tenants, MPHA's employees or neighbors;
- g) To enable MPHA to comply with state, local and federal law, ordinance or regulation; or
- h) To assist a person designated under Minn. Stat. § 149A.80 to determine your full disposition in the event of your passing.

2. Can you refuse to supply the data:

The information you are asked to provide to MPHA is information necessary for our determination of your eligibility for housing program benefits and, if you receive benefits, to assist in providing you benefits. Collection and/or dissemination of this information is authorized by Minnesota Government Data Practices Act, et seq., and by the Federal Privacy Act (5 U.S.C. § 522(a)), as adopted by the U.S. department of Housing and Urban Development (HUD) in 24 C.F.R. 5.212.

You are not legally required to provide any of the requested information. However, if you do not, MPHA may deny your application, evict you or stop your continued participation in an MPHA program.

If you feel that certain information we request is an unwarranted invasion of your privacy, contact MPHA's Legal Department.

3. Who else will have access to this information:

Depending upon the housing program and as authorized by local, state, or federal law, the information MPHA maintains may be shared with:

- a) MPHA employees and contractors (including those who make repairs), people who work with MPHA, your Section 8 landlord, and volunteers who help you or MPHA;
- b) Security companies and their employees under contract with MPHA and security guards hired by MPHA;
- c) Health, assisted living, human service agencies or organizations or MPHA service providers;
- d) Local utility companies for gas and electric, and phone and cable TV companies if you are receiving cable TV services;
- e) Hennepin County Department of Human Services and Minnesota Department of Revenue;
- f) School districts;
- g) A local police department, fire department, paramedics, or other emergency personnel when an emergency situation or investigation requires the sharing of information;
- h) The Minneapolis Police Department when it will assist in a police investigation, the investigation of illegal activity or when MPHA has a contract with the Department;
- i) Any agency or instrumentality of any governmental jurisdiction for a criminal or civil law investigative or enforcement activity if the activity is authorized by law;
- j) Researchers who are granted access to the data for the purposes of preparing summary data or statistical research or reporting;
- k) U.S. Post Office, U.S. Census Bureau, Internal Revenue Service, Department of Homeland Security, National Archives and Records Administration, the Government Accountability Office;
- l) Federal, state, and local auditors;
- m) U.S. Department of Housing and Urban Development;
- n) Other public housing agencies, landlords and housing providers when MPHA has reasonable cause to believe that you are or have violated federal law or regulation, your lease or other contract for housing;
- o) Other local, state or federal agencies, as may be required by law or order of a court of competent jurisdiction; and
- p) A person designated under Minn. Stat. 149.80, your parents' names, date and place of birth, address, work place and address, social security number, military discharge papers, insurance policies, bank accounts, and other financial information.

MPHA collects, uses, and destroys drug treatment, criminal history, and registered sex offender records as MPHA's Records Management Policy provides. When you are no longer participating in an MPHA program, MPHA will keep your file only until state and federal requirements are met.

MPHA may disclose your social security number, date of birth, emergency contact name, medications, medical history diagnosis and tenancy history to state and local health, welfare, child or adult protection agencies or departments, social service organization, VOA MN/SR, or healthcare, assisted living, or housing with services provider, when MPHA determines there is

a reasonable belief that you or a member of your household is at risk of harm, harming others or harming MPHA property.

MPHA may disclose your medications, medical history, medical diagnosis, violent conduct, illegal conduct, or illegal drug activity or any activity that may threaten the health and safety of yourself, others or MPHA property to determine your eligibility for MPHA healthcare, assisted living, or housing with provider's services.

MPHA may deny parental access to private data when the minor, who is the subject of the data, requests that we deny such access. MPHA may require the minor to submit a written request that the data be withheld. The written request shall set forth the reasons for denying parental access and shall be signed by the minor.

4. How to view the information in your file:

You, your authorized representative, or legal guardian may request, review and receive a copy of the information MPHA keeps in compliance with MPHA's Data Practices Policies. MPHA may charge the actual cost in providing copies of the information on you.

5. How to contest the accuracy of completeness of information in your file:

To contest the accuracy and completeness of the information in your file, please write to MPHA describing your concern. MPHA will respond to your letter within 30 days as stated in Minn. Stat. § 13.04. Send your request to:

Lisa R Griebel, General Counsel
Minneapolis Public Housing Authority
1001 Washington Avenue North
Minneapolis, MN 55401

If you have any questions about your privacy rights, please contact MPHA's Legal Department.

☐ I WANT a copy of this document for my records.

☐ I DO NOT want a copy of this document for my record.

I acknowledge that I was given an opportunity to read it and to ask questions about my rights.

Name

Date