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Metro Interfaith Housing Counseling, 21 New Street, Binghamton, NY 13903  
Phone (607) 723-0723, Fax (607) 722-8912

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## PRIVACY POLICY

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Metro Interfaith Housing Counseling Agency is committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the concerns you bring to us are highly personal in nature. We assure you that all personal information shared orally and/or in writing will be managed within ethical and legal considerations. Additionally, we want you to understand how we use the personal information we collect about you. Please carefully review this notice as it describes our policy regarding the collection and disclosure of your nonpublic, personal information.

### **What is nonpublic, personal information?**

- Information that identifies an individual personally and is not otherwise publicly available information, such as Social Security Number or demographic data such as your race and ethnicity
- Includes personal financial information such as credit history, income, employment history, financial assets, bank account information and financial debts

### **What personal information does Metro Interfaith Housing Counseling collect about you?**

We collect personal information about you from the following resources

- Information that you provide on applications, forms, email, or verbally
- Information about your transactions with us, our affiliates, or others
- Information we receive from your creditors or employment references
- Credit Reports

### **What categories of information do we disclose and to whom?**

We may disclose the following personal information to financial service providers (such as companies providing home mortgages), Federal, State, and nonprofit partners for program review, monitoring, auditing, research, and/or oversight purposes, and /or any other pre-authorized individual and/or organization. The types of information we disclose are as follows:

- Information you provide on applications/forms or other forms of communication. This information may include your name, address, Social Security Number, employer, occupation, account numbers, assets, expenses, and income.
- Information about your transaction with us, our affiliates, or others; such as your account balance, monthly payment, payment history and method of payment.
- Information we receive from a consumer credit reporting agency; such as your credit bureau reports, your credit and payment history, your credit scores, and/or credit worthiness.
- We do not rent or sell your personal information to any outside entity
- We may share anonymous, aggregated case file information; but this information may not be disclosed in a manner that would personally identify you in any way. This is done in order to evaluate our program, gather valuable research information, and/or design future programs.

- We may also disclose personal information about you to third parties as permitted by law.

**How is your personal information secured?**

We restrict access to your nonpublic personal information to Metro Interfaith Housing Counseling employees who need to know that information in order to perform their housing counseling duties. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information; and we train our staff to safeguard client information and prevent unauthorized access, disclosure, or use.

**Opting Out of Certain Disclosures**

You may direct Metro Interfaith Housing Counseling to not disclose your nonpublic personal information to third parties (other than disclosures made to project partners and those permitted by law). However, if you choose to opt out, we will not be able to answer any questions from your creditors which may limit Metro Interfaith Housing Counseling’s ability to provide services such as foreclosure prevention counseling. If you choose to opt-out, please sign below under the “Opt-Out” clause. If you choose to release your information as stipulated in this Privacy Policy, sign under the “Release” clause. You may change your decision any time by contacting our agency.

**OPT-OUT: I request that Metro Interfaith Housing Counseling make no disclosures of my nonpublic information to third parties other than project partners and those permitted by law. By choosing this option, I understand that Metro Interfaith Housing Counseling will not be able to answer any questions from my creditors. I understand that I may change my decision any time by contacting Metro Interfaith Housing Counseling.**

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Name 1 (Print)                      Signature                      Date                      \_\_\_\_\_  
Name 2 (Print)                      Signature                      Date

**RELEASE: I hereby authorize Metro Interfaith Housing Counseling to release nonpublic personal information it obtains about me to my creditors and any third parties necessary to provide me with the services I requested. I acknowledge that I have read and understand the above privacy practices and disclosures.**

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Name 1 (Print)                      Signature                      Date                      \_\_\_\_\_  
Name 2 (Print)                      Signature                      Date