

## Notice of Database Privacy Practices

Hope and Justice Project collects personal information about the people we serve in a computer database.

All clients are protected under the Violence Against Women Act (VAWA). This means that your personally identifiable information (PII) is protected at all times.

**WE WILL NOT DISCLOSE YOUR INFORMATION TO ANYONE UNLESS YOU PERMIT US IN WRITING**

### Why do we collect this information?

- So we know how many people we serve.
- So we all understand what Survivors need and can plan services to meet those needs.
- To satisfy U.S. Department of Housing and Urban Development requirements.

### Who can see information that is in the database?

- **ONLY the staff** who work for Hope and Justice Project have access to this database.

### How is your privacy protected?

- All database users at Hope and Justice Project sign an agreement to protect your privacy and comply with state and federal laws and policies before seeing any information.
- The database computer program used for this purpose has industry standard security safeguards and protocols and is updated regularly to meet these security requirements.

### What are your rights?

- **You can refuse to have your name, social security number, or date of birth entered into the database.**
  - This Agency **will** help you.
  - Federal and state regulations may require collection of other basic data for funding purposes.
- You have the right to request a copy of any information entered about you.
- You have the right to correct mistakes entered in the database about you.
- If you think Hope and Justice Project violated your privacy rights, you have the right to complain or appeal.
  - Ask a staff person for a complaint and appeal form.

---

24 HOUR HOTLINE **1-800-439-2323**

**FORT KENT OFFICE**

PO Box 233 | Fort Kent Mills, ME 04744  
ph 207-834-7395

**HOULTON OFFICE**

PO Box 986 | Houlton, ME 04730  
ph 207-532-4004/521-0047

**MADAWASKA OFFICE**

PO Box 651 | Madawaska, ME 04756

ph 207-728-3199