

MUST MINISTRIES, INC.

NOTICE OF PRIVACY PRACTICES

This notice describes how personal protected information about you may be used and disclosed and how you can get access to this information. Please review it carefully. The privacy of your information is very important to us.

Purpose of this Notice

MUST Ministries, Inc. is a member of the Pathways Community Network, a homeless management information system (HMIS) that allows participating organizations to collect data, produce statistical reports, and track services provided. We will only share information with partner organizations if a signed release of information form is completed by you.

This notice tells you how we will use your personal protected information. It tells you about your rights and our responsibilities to protect the privacy of your personal protected information. It also tells you how to file a complaint with us if you believe we have violated your rights or any of our responsibilities.

MUST Ministries, Inc. reserves the right to amend our Privacy Policies at any time. Amendments may affect information obtained before the date of the change. Any amendments made to this Privacy Policy regarding use or disclosure of information will be effective with respect to information processed before the amendment, unless otherwise stated.

We are required by applicable federal and state law to maintain the privacy of your personal protected information and to provide individuals with notice of our legal duties and privacy practices with respect to protected personal information. If a use or disclosure is prohibited or materially limited by other applicable law, the description of such use or disclosure must reflect the more stringent law.

We must follow the privacy practices that are described in this Notice while they are in effect. This Notice takes effect immediately, and will remain in effect until we replace it.

You may request a copy of this Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information contained at the end of this Notice.

How We May Use or Disclose Your Personal Protected Information To Provide Services

We will use personal protected information to provide you with services. We may share this information with members of our staff or others involved in your support in order to provide the best services possible. We may only disclose your personal protected information to a member of your family or other person who is involved in your care upon your written approval.

For Administrative Operations

We may use or disclose your personal protected information for operational purposes. For example, we may use your personal protected information to evaluate our services, including the performance of our staff in caring for you. We may also use this information to learn how to continually improve the quality and effectiveness of the services that we provide to you.

There are some services that are provided for us by our business associates such as accountants, consultants, and attorneys. Whenever we share information with our business associates, we will have a written contract with them that requires that they protect the privacy of your personal protected information.

Service Alternatives

We may use and disclose personal protected information about you to contact you about other services or benefits that may be available to you. If you do not want to receive these communications, please notify our Compliance Officer in writing.

Individuals Involved in Your Care

Only with your written approval, may we disclose personal protected information about you to a family member, other relative, close friend or any other person identified by you if they are involved in your care. We may also use or disclose personal protected information about you to notify those persons of your location, general condition, or death.

Academic Research Purposes

We may use or disclose protected personal information to individuals performing academic research who have a formal relationship with MUST Ministries, Inc.

Public Health Activities

We may disclose personal protected information about you if the HMIS user or developer, in good faith, believes that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health and safety of a person or the public and is made to a person or persons reasonably able to prevent or lessen the threat, including the target of the threat.

Required By Law

We may use and disclose health and service information about you when it is necessary to prevent a serious threat to the health and safety of you or anybody else.

Disclosures for Law Enforcement Purposes

We may disclose personal protected information about you to law enforcement officials for law enforcement purposes:

- when required by law
- in response to a subpoena or other legal proceeding
- to identify or locate a suspect, fugitive, material witness, or missing person
- when information is requested about an actual or suspected victim of a crime
- to report a death as a result of possible criminal conduct
- to investigate allegations of criminal conduct that may have occurred on our premises
- to report a crime in emergency situations.

Uses or Disclosures That Require Your Authorization

Other uses and disclosures will be made only with your written authorization. You may cancel your authorization at any time by notifying our Compliance Officer in writing of your desire to cancel it. If you cancel an authorization it will not have any effect on information we have already disclosed.

You may file a complaint with MUST Ministries, Inc. if you believe your privacy rights have been violated or that we have not lived up to any of our responsibilities. You will not be retaliated against for filing a complaint.

- To file a complaint with MUST Ministries, Inc., please submit a written explanation and email to alee@mustministries.org or mail to:

MUST Ministries, Inc.
c/o Compliance Officer
P.O. Box 1717
Marietta, GA 30061

Questions: If you have questions about this privacy policy, please send an e-mail to
ALEE@MUSTMINISTRIES.ORG.