

**PRIVACY PROTECTION NOTICE**  
***For Buffalo Area Services Network (BAS-Net)***

**THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND  
DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.**

**Effective Date:** \_\_\_\_\_

**OUR DUTY TO SAFEGUARD YOUR PROTECTED INFORMATION**

\_\_\_\_\_ collects information about the people who access services. When we meet with you, we will ask you for information about you and your family and enter it into a computer program called the Buffalo Area Services Network or BAS-Net. Although BAS-NET helps us to keep track of your information, personal information about you is considered “protected information.” We are required to protect the privacy of your identifying information and to give you notice about how, when, and why we may use it.

We are also required to follow the privacy practices described in this notice, although \_\_\_\_\_ reserves the right to change our privacy practices and the terms of this notice at any time.

**HOW WE MAY USE AND DISCLOSE YOUR INFORMATION**

We use and disclose collective information for a variety of community reports. We have a limited right to include some of your information for reports on homelessness and services needed by those who are homeless. Information that could be used to identify who you are will never be used for these reports. We will not turn your information over to a national database. For uses beyond reports, we must your written consent.

Please review the Client Consent and Release of Information Authorization form for details. You must sign the Client Consent and Release of Information Authorization form before we can share your information but you do not have to sign the form in order to receive services.

**YOUR RIGHTS REGARDING YOUR INFORMATION**

- You have the right to get services even if you choose not to participate in data sharing
- You have the right to know who has seen your information
- You have the right to see your information and to request changes to it.

**Information about filing a BAS-Net-related concern is available at your location. If you would like to file a concern, please advise a staff member to receive information about the necessary steps.**