



Personal Information - Need, Use and Disclosure Notice

When you share personal information about yourself, Access to Independence has rules about who we can or cannot tell that information. We will explain our rules. We will give you a copy of our rules about records and information if you want. The rules provide more information, but are more technical.

To help you, we need to know some things about you. We will only ask something if we feel we need to know it to help you. There is some information that we always need to help a person, like information to determine eligibility. Our application says which information "we always need" to help you. If you do not provide this information, we will not be able to give you any help (other than simple information and/or a referral).

If there is other information we need from you, we will identify it and tell you the effect of not giving us the information. Sometimes we need to get information about you from others. We will ask you for permission before we do that. For example, if we need to contact your doctor or your landlord, we will ask you first. You can say no. If you say no, we may not be able to help any more because we can't get enough information, but it is your choice.

Personal information about the people we work with is protected as confidential. This means that we will not talk to people outside of Access to Independence about you except for certain reasons. We may tell other staff some things about you. This might be to make sure we are doing our jobs right or to get more ideas about how to help you.

While information is confidential, there are reasons we may tell someone who doesn't work at Access about you. The reasons include the following. *If you have a guardian, your guardian - not you - must say it is OK to tell someone information about you.*

- We may tell someone outside of Access information about you if you say it is OK for us to do that so we can help you with your goals.
- We may tell someone information about you if we have to because you might hurt yourself or someone else.
- We may tell someone information if we need to because the law says we have to, for example when authorities are investigating a violation of the law, fraud or abuse or when a court orders us.
- We might also work with people who are not our staff to help us make our services better or for research. If we share information about you these reasons, we will make sure they do not share the information to others without your permission

(Continued)

- We may also share lists with others. We will only do this to help us reach you

and others better about certain things. We do this to get more information about where you vote or other information to help people with disabilities. We will require any agency or business to keep your name private. We will not sell any list with your name without your permission.

We may tell agencies that give us money to help you for two more reasons.

- Sometimes we tell these agencies some information about who we help, but we will not usually tell them your name or who you are.
- If you are deaf, live in Dane County and require services more than simple information or a referral, we will provide information about you, including your name, to the Dane County Human Services Department.
- Sometimes an agency that gives us money will check on us to make sure that we are following their rules and helping people in the right ways. If this happens, we will try to get your permission before we give these people information about you.

Sometimes we use pictures or stories to help explain what we do and how we help people. Stories and experiences help others to understand what people with disabilities need. We will ask you before we use your story or picture. You can say no if you want.

If you ask us by writing a note or letter, we will show you your file. We will show you everything in your file unless we got the information from someone else or think it would hurt you in some way to see it. If we think that, we may not show it to you. We may be able to give it to your guardian or a doctor or therapist or psychologist who can talk to you about it. If a doctor or someone else gives us information about you, we must follow their rules about telling you or other people that information.

You can see your file for free. We will generally charge 6 cents per page plus postage to mail copies. If we have to search for a long time to get the information for you, we may charge you a fee for that time.

3810 Milwaukee St., Madison, WI. 53714
608-242-8484 (voice) 800-362-9877 (toll-free) 608-242-8485 (TTY) 608-242-0383 (fax)
www.accesstoind.org info@accesstoind.org

