

NEXT STEP CENTER, INC.

Emergency Shelter for Somerset County residents

PRIVACY POSTING / NOTICE

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

Effective Date: January 11, 2018
Our Duty to Safeguard your Protected Information

Next Step Center, Inc. collects information about who accesses our services. When we meet with you we will ask you for information about you and your family and enter it into a computer program. The program helps us to keep track of your information, individually identifiable 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 or disclose any information you may give us.

How We May Use and Disclose Your Information

We use and disclose collective information for a variety of reports. Information that could be used to tell 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 have your written consent unless the law permits or requires us to make the use or disclosure without your consent.

(Board Approved 1/11/18)