Mountain Projects, Inc. Client Privacy Notice

Mountain Projects, Inc. will comply with the Privacy Act (24 C.F.R. Part 5) by acknowledging responsibility for safeguarding individuals' personally identifiable information. It is committed to protecting the privacy of this information, including Social Security and Employer Identification numbers, stored electronically and/or in paper form, in accordance with federal privacy laws, guidance, and best practices.

Applicants and clients shall be provided with a copy of this Privacy Notice at the time of application and at each annual income recertification.

Collection, maintenance, use, and dissemination of personally identifiable information (PII) such as social security numbers, employer identification numbers, and income information shall be conducted in compliance with all provisions of Federal, State, and local law. Also, sensitive personally identifiable information lost, compromised, or disclosed without authorization that could substantially harm an individual will be handled in compliance with provisions of Federal State and local law. Examples are: social security or driver's license numbers, medical records, and financial account numbers such as credit or debit card numbers.

Contractors agree to comply with the Privacy Act of 1974 and Mountain Projects, Inc. rules and regulations issued under the Act.

Mountain Projects, Inc. will maintain only such information about individuals that is relevant and necessary to accomplish its purpose. Such information will be maintained in systems or records - electronic and paper - that have appropriate administrative, technical, and physical safeguards to protect the information. This responsibility extends to contractors and third party business partners such as Public Housing Authorities who are required to maintain such systems of records by HUD.

Date: ____________________________

Signature of Applicant

Signature of Mountain Projects, Inc. Employee

Applicant is to be provided with a copy of this document.

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Mountain Projects, Inc. Policy Manual

Date Issued: 7/1/98; Revised 6/04; Revised 2/8/08

This form must be completed in front of a staff member. Your application must be submitted in person.