

CONFIDENTIALITY POLICY

It is the policy of the Allen Park Housing Commission that all information concerning Allen Park Housing Commission residents, Board of Commissioners, individuals on the Allen Park Housing Commission waiting list, voucher recipients and their families, as well as vendors and contractors of the Allen Park Housing Commission is confidential and proprietary to the Allen Park Housing Commission. An employee or volunteer having such access to such information shall hold the same in confidence and shall not use the confidential information other than for the purposes of conducting Housing Authority business. Sharing and disclosing information to fellow employees or volunteers are prohibited, unless such information is needed to conduct Housing Authority business. The recipient will not disclose, publish, or otherwise reveal any such confidential information received from the Allen Park Housing Commission to any party outside of the Allen Park Housing Commission, except with written authorization of the owner or permission of the Executive Director, or as otherwise authorized by these policies, or as otherwise required by Federal or State Law.

Confidential information furnished in tangible form shall not be duplicated, except for purposes approved by the Allen Park Housing Commission Board of Commissioners.

All employees and volunteers of the Allen Park Housing Commission are bound by this confidentiality policy. Violation of this policy is grounds for immediate termination or disciplinary action. All employees and/or volunteers should sign acknowledging receipt of this Confidentiality Policy and agree to its terms therein.

Employee / Volunteer