

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW CONFIDENTIAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Marin City Community Development Corporation (hereafter either "MCCDC" or "the Agency") is required by law to maintain the privacy of your information and to provide you with notice of its legal duties and privacy practices. If you have questions about any part of this notice or if you want more information about the privacy practices at the Agency please ask your counselor. If you need additional support, please contact the Privacy Officer listed at the end of this notice.

Effective Date of This Notice: February 13, 2020

I. How the Agency may use or disclose your information

The Agency collects information from you (hereinafter referred to as 'you') to provide you with a variety of program services. For example, these services may include such things as vocational training, situational assessments, work adjustment, or job placement services.

The Agency protects the privacy of your information. We only use or disclose your information for the following purposes:

1. Regular Agency Operations. We may use and disclose information about you for Agency operations. These uses and disclosures are necessary to run the Agency. This may include accounting, operations, etc. For example, we may disclose information to how many hours you have participated in a given service, if it is eligible for a stipend payment. If we could not disclose this information internally, this service could not otherwise be delivered to you.
2. Communication with your family, support system, or designee. We will offer you the opportunity to provide written consent to disclose your information to others who you may wish to assist you in your services here at MCCDC. This may include (after written authorization) notifying a family member, significant other, your personal representative or another person you designate involved in your program about your program progress.
3. Program Evaluation and Development. We may use your information, such as job placement, retention, wage, or other relevant data to determine if certain programs are effective, what services are not needed, future program developments, and/or for refining existing programs so that they can be more efficient and effective.
4. Emergencies. As required by law and to protect your health and safety, we may disclose your information to public authorities for purposes related to things such as: injuries and emergencies.
5. Payment. We may use and disclose information about you so that services you receive at the Agency may be billed and payment may be collected from referral organizations, governmental agencies, third parties, or other payors. For example, we may share your vocational information with the State of California Department of Rehabilitation to enable us to bill for services delivered (if you were referred from the state DOR).
6. Oversight activities. We may disclose your information to agencies or other organizations during the course of audits, inspections, licensure, accreditation processes and other proceedings.
7. Required by law. As required by law, we may use and disclose your information. There may be extremely rare cases where information reported to us must be disclosed to the authorities, such as reporting child abuse, elder neglect, domestic violence, or other incidents, including imminent threat to the health or safety of a particular person or the general public.
8. Law enforcement. When required by law, we may disclose your information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.
9. Outreach. We may contact you to provide meeting/appointment reminders or to give you information about other programs or services that may be of interest to you.
10. Marketing. We may request that you participate in marketing and publicity for the Agency. It is completely voluntary, and is in no way a requirement to receive services. MCCDC uses marketing and publicity to expand and improve the services and programs we provide the community.

II. Changes to this Notice of Privacy Practices

The Agency reserves the right to amend this Notice of Privacy Practices at any time in the future, and to make the new provisions effective for all information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, the Agency is required by law to comply with this Notice. We will post a copy of the current Notice in the Agency. In addition, we will offer you a copy of the current notice with the next program enrollment or enrollment packet.

III. Additional clarification and/or Complaints

For additional information, please contact the Privacy Officer: Harald Junker, Marin City Community Development Corporation, 441 Drake Avenue Marin City, CA 94965