

# Housing Preservation Program

## CLIENT PRIVACY NOTICE

Idaho Housing and Finance Association (IHFA) is the administrator of the Housing Preservation Program. The program is federally-funded through the *Consolidated Appropriations Act, 2021*, a stimulus package intended to counter the negative impacts of the COVID-19 pandemic across the United States. IHFA has established software applications, policies and procedures to carry out the delivery of these federal resources to eligible Idahoans. To undertake this program delivery, it is necessary to work with 3<sup>rd</sup> party agencies and/or businesses (herein referred to as “Affiliated Providers”). Affiliated Providers may include 3<sup>rd</sup> party businesses contracted to provide services necessary to carry out program operations, organizations administering similar federally-funded housing resources, other businesses or organizations that may provide information regarding applicant circumstances or eligibility, and official entities carrying out oversight or auditing functions.

IHFA takes great care to ensure each applicant’s personal information is received, handled, transmitted, and stored in a secure and private manner. IHFA and Affiliated Providers use sophisticated network security systems to ensure your confidentiality. All information collected is protected by limiting access to the database and by limiting with whom the information may be shared. Information will not be shared internally or externally except when necessary to execute regular and required operations of the Housing Preservation Program. As a necessary and regular course of business, Affiliated Providers may be involved in the submittal, handling, cross referencing, evaluating, auditing and/or storing of applicant information and documentation. Any agency or person who violates the expectations of this notice and associated security and privacy policy and protocols may have their access right terminated, and may be subject to further federal, state, and/or local penalties.

As you receive assistance from the program, your file will be updated. This information **will** be collected so that IHFA, the U.S. Department of the Treasury, and Affiliated Providers can:

1. Determine eligibility;
2. Prevent and reconcile fraudulent activity;
3. Monitor program effectiveness;
4. Coordinate across assistance delivery systems;
5. Prepare internal reports and statistical information with protected personal information; and
6. Prepare public reports and statistical information without protected personal information.

Failure to provide the requested information may limit IHFA’s ability to provide assistance or refer you to other appropriate services. You are entitled to a copy of this notice, if requested. You have the right to file a grievance if you believe your privacy rights have been violated.

This Privacy Notice may be amended at any time and may affect information collected before the date of the amendment.