



Notification of Information Sharing

The Seattle Housing Authority respects your privacy and treats your personal information carefully and confidentially. On appropriate occasions, SHA may enter into agreements to share information about your household with trusted social service providers and other partners to identify specific resources or improve services for you and your family.

- Private participant information is only shared with trusted partners and providers, and only when SHA is confident that the information will lead to additional benefits, services or opportunities for SHA households.
- SHA will never sell your information or provide it to companies for profit-making purposes or to anyone for political purposes.
- Information that may be shared could include name(s), addresses, email addresses, phone number(s), birth date(s), household and member demographics, housing assistance program types and dates of assistance, social security number(s) and financial information.
- When SHA does share information, strict measures are taken by SHA and our partners to maintain the privacy and security of your information and ensure that all data security rules, regulations and statutes are followed.

If you have questions about this notification or you would like to ask that we do not share your household information, please go to our website to opt out at www.SeattleHousing.org/data-sharing, email datasharingoptout@seattlehousing.org or call our central line at 206-239-1590 and leave a message with your name, address and your request. SHA may share information as stated above unless you notify the contact above that you object to such sharing. Your decision will not affect your eligibility for SHA housing assistance in any way.



SHA Data Sharing Overview

The Seattle Housing Authority is committed to the protection of tenants' personal information and treats and stores it carefully. There are times when we share data because it is required by law, or it may enable SHA to more effectively collaborate with other organizations to accomplish its goals and better serve tenants. Data is only shared with organizations and companies that have specific data safety protocols in place. Tenant data is never sold or shared with organizations for profit. More information can be found about our practices around data sharing on our website at www.SeattleHousing.org/data-sharing.

SHA shares tenant information in a variety of circumstances. Many are required as part of participation in housing programs or are part of routine agency work. It is not possible to opt out of these data sharing activities if you are part of SHA housing programming:

- **Data that is required for program qualification:** SHA is required to share tenant data to determine eligibility, enroll and recertify tenants for housing assistance. In order for tenants to receive housing services, they must sign a Release of Information to allow SHA to share this information. The data shared includes personally identifiable information.
- **Data shared between departments and with Identified Service Partners:** This data sharing is necessary for the core work of SHA, including ensuring effective services for our tenants. Data is only shared with individuals within SHA or our specially Identified Service Partners who deliver on aspects of our work. This data is shared for the specific purposes of conducting SHA business and is only shared when necessary for the business purpose.
- **Data shared with research partners:** SHA works with a variety of research partners, such as Public Health and educational institutions to help develop a better understanding of the needs and experiences of the people we serve. This data may be in summary or identifiable form.
- **Summaries and reports:** SHA prepares a variety of reports and summaries of the work that we do and the tenants we serve. When this information is in aggregate/summary form, it does not include personal information. This data is used to demonstrate trends and broad descriptions of publicly available information. Summary information includes no personal information.
- **Emergencies and direct referrals:** At times SHA may provide direct referrals to emergency or social service agencies based on emergent need. These referrals are generally based on publicly available or observable information.
- **Public records requests:** Certain directory information about tenants will be released to any company, individual, or group that legally requests it.

There are times when organizations or individuals request information that is not part of our routine work. In these situations, it is possible for tenants to opt out of sharing this data.

- **Service identification and improvement:** At times, SHA may share tenant information for the purpose of connecting them with free opportunities, resources and public benefits, or to help improve these types of services.
- **Participation-based research:** Sometimes organizations or individuals ask SHA if tenants would like to share their opinions or experiences on a particular topic. In these circumstances, SHA will present that opportunity and allow tenants to choose whether to participate. No information is shared unless the tenant chooses to participate.

The SHA data sharing page (www.SeattleHousing.org/data-sharing) contains a list of partners and providers with whom we share personally identifiable tenant data. Relevant forms and additional information can also be found on that page.