

# One Community Now Privacy Policy

## Introduction

One Community Now is committed to protecting the privacy and security of our clients' personal information. This Privacy Policy outlines how we collect, use, and disclose personal information in compliance with applicable laws and regulations. This policy is posted on our website and available to clients upon request.

## 1. Information We Collect

We collect personal information to provide services and support to our clients. This information may include:

- **Personal Identifiers:** Name, address, phone number, email address, Social Security Number.
- **Financial Information:** Income, bank statements, tax returns.
- **Housing Information:** Rental agreements, housing stability plans.
- **Health and Support Services:** Medical history, disability status, and other related information.

## 2. How We Use Information

We use the information we collect for the following purposes:

- **Service Provision:** To determine eligibility for programs, provide financial assistance, and deliver supportive services.
- **Program Management:** To monitor program performance, manage case files, and ensure compliance with federal, state, and local regulations.
- **Communication:** To contact clients regarding their application status, program updates, and other relevant information.
- **Reporting:** To prepare and submit required reports to funding agencies and regulatory bodies.

## 3. Disclosures of Information

We may disclose personal information under the following circumstances:

- **With Your Consent:** We may share information with third parties if you provide explicit consent for such disclosures.
- **To Service Providers:** We may disclose information to our partners and service providers who assist us in delivering services, provided they are bound by confidentiality agreements.
- **Legal Requirements:** We may disclose information as required by law or in response to legal processes, such as court orders or subpoenas.

- **Emergency Situations:** We may disclose information to protect the safety of individuals or respond to emergencies.

#### **4. Data Security**

We implement appropriate technical and organizational measures to protect personal information from unauthorized access, disclosure, alteration, or destruction. This includes secure storage systems, encryption, and restricted access to sensitive data.

#### **5. Access and Correction**

Clients have the right to access their personal information and request corrections if they believe the information is inaccurate or incomplete. To request access or corrections, please contact our Privacy Officer.

#### **6. Retention and Disposal**

Personal information is retained only for as long as necessary to fulfill the purposes for which it was collected and to comply with legal and regulatory requirements. Once the information is no longer needed, it is securely disposed of in accordance with our data retention policies.

#### **7. Changes to This Policy**

We may update this Privacy Policy periodically to reflect changes in our practices or legal requirements. Any updates will be posted on our website, and clients will be notified of significant changes.

#### **8. Contact Information**

For questions or concerns about this Privacy Policy or our privacy practices, please contact:

Patti Templeton - Privacy Officer  
One Community Now  
5841 Main Street, New Port Richey, FL 34652  
727-849-4724  
info@onecommunitynow.com

This Privacy Policy is effective as of 1/1/2024