



Nido Home Screening Privacy Policy

Our Pledge Regarding Your Personal Identifiable Information (PII)

Healthy Homes Coalition of West Michigan places a high priority on protecting your privacy. This privacy policy demonstrates our firm commitment to the privacy of our clients and website users. This policy explains the statutes and regulations that governs this policy, and what types of information is collected by Health Homes Coalition of West Michigan's Nido Home Screening Application (Nido).

This notice also describes our obligation to protect your (PII) and your rights regarding the use and disclosure of (PII). We understand that your (PII) is sensitive information. We are required by law to maintain the privacy of your (PII), to notify you following a breach of your unsecured (PII), and to provide you with this notice of our legal duties and privacy practices with respect to your (PII).

Statutes That Govern Personal Identifiable Information (PII)

The Children's Online Privacy Protection Act of 1998, 15 U.S.C. 6501, *et seq.*, (COPPA), prohibits unfair or deceptive acts or practices in connection with the collection, use, and/or disclosure of Personal Identifiable Information from and about children on the Internet. Other statutes and regulations like the US Privacy Act of 1974, 5 U.S.C. § 552a, which contains important rights and restrictions on sharing of information between federal and nonfederal agencies, and; the Health Insurance Portability and Accountability Act (HIPAA) privacy rules which requires notice in writing of the privacy practices of health care services, and this requirement also applies if the health service is electronic, may further restrict our use and disclosure of Personal Identifiable Information (PII). When that is the case, the greater restrictions or protections apply.

Personal Identifiable Information (PII) is defined as:

Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. Further, PII is defined as information:

1. that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or
2. by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors).

Additionally, information permitting the physical or online contacting of a specific individual is the same as personally identifiable information. This information can be maintained in either paper, electronic or other media.

What Personally Identifiable Information (PII) is Collected

Healthy Homes Coalition of West Michigan clients and individuals that sign up to receive Healthy Homes' e-communications voluntarily provide us with contact information (such as name and e-mail address). We may use this information for specific, limited purposes. You may always "opt out," either now or at any time in the future if you do not wish to receive our messages.

How Your Information Will Be Used

Healthy Homes Coalition of West Michigan will use Nido screening data to provide you with personalized service, and to enroll you in programming. Enrollment data will consist of adult name, adult phone number, adult email, and home address. Child eligibility data will only contain child's name and child's date of birth. Data collection of housing risk and racial disparities will consist of race, ethnicity, income range, and rent or own information.

You may choose to opt out at any time, which will cease all communications from us. We may also use your information to track our website traffic. This lets us see which of our Nido features are the most popular so we can better serve you. It also lets us provide cumulative data about our app (not identifying you personally but showing how many visitors used which Nido features).

IP addresses

The Council of Nonprofits uses your IP address to help diagnose problems with our server, to administer www.nidohome.org, and for statistical metrics used to track website visitor traffic.

Cookies

Healthy Homes Coalition of West Michigan website uses "cookie" messages to automatically help provide better services. They remind us who you are and your preferences for our website based on what you have done and told us before. The "cookie" is placed in your computer and is read when you come back to our website. Cookies let us take you to the information and features you are particularly interested in. They also let us track your usage of Nido, so we know which parts of our app are most popular. You can reject cookies or cancel them by instructing your Web browser accordingly.

Email Privacy

Healthy Homes Coalition of West Michigan does not provide, sell, or rent email addresses to anyone outside the organization.

External Links

Nido includes links to external websites. These links do not fall under the www.nidohome.org domain, and the Council of Nonprofits is not responsible for the privacy practices or the content of external websites. Your use of any linked website is solely at your own risk.

Your Rights Regarding Your Personally Identifiable Information (PII)

1. *You have the right to inspect and receive a copy of your PII.* You have the right to request access to your PII that is contained in designated records for as long as we maintain the PII. "Designated records" means any records that this agency uses for programming purposes. You must submit a request for access in writing to Healthy Homes Coalition of West Michigan, contact information below. If you request a copy of your PII, we may charge you a reasonable fee for the cost of copying, mailing or other supplies associated with your request.
2. *Right to Amend.* If you feel the PII we have collected about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for Healthy Homes Coalition of West Michigan. To request an amendment, your request must be made in writing to Healthy Homes Coalition of West Michigan, contact information below.
3. *Right to Request Restrictions.* You have the right to request a restriction or limitation regarding your PII that we use for programming. You also have the right to request a limit on your PII that we disclose to community partners associated with program delivery. To request restrictions, you must make your request in writing to Healthy Homes Coalition of West Michigan, contact information below. In your written request, you must tell us: what information you want to limit, whether you want to limit our use, disclosure, or both, and to whom you want limits to apply.

4. *Right to Request Confidential Communications.* You have the right to request that we communicate with you about your services in a certain way or at a certain location. For example, you can ask that we only contact you on your cell phone and not contact you at work or that we send your mail to your Post Office box instead of your home address. To request confidential communications, you must make your request in writing to Healthy Homes Coalition of West Michigan, contact information below. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

5. *Right to an accounting of Disclosures.* You have the right to request an accounting of certain disclosures of your PII. The accounting will not include disclosures to carry out programming, disclosures to you about your own PII, disclosures pursuant to an individual authorization or other disclosures as set forth by relevant statutes and regulations. To request an accounting of disclosures, you must submit your request in writing to Healthy Homes Coalition of West Michigan, contact information below.

6. *Right to a Paper Copy of this notice.* Even if you received this notice electronically, you have the right to a paper copy of this notice. You may ask to give you a copy of this notice at any time. To obtain a paper copy of this notice, contact your Healthy Housing Specialist at:

Program Manager
 Healthy Homes Coalition of West Michigan
 1545 Buchanan Ave SW #2
 Grand Rapids, Michigan 49507

Modifications

Healthy Homes Coalition of West Michigan may amend this privacy policy from time to time; please review it periodically. We maintain the option to modify this privacy at any time by electronic notice posted on our website. Your continued use of our www.nidohome.org after the date that such notices are posted will be deemed to be your agreement to the changed terms.

Signature (Participant)	Date
Witness Signature (Healthy Housing Specialist)	Date