

## Charity Tracker Release of Information

I, \_\_\_\_\_, understand information about me and/or my dependents will be collected and stored by Empower 225 in Charity Tracker, a shared record keeping database system. I understand that all the information provided is protected by limiting access to Empower 225 staff members in a secure password-protected database.

My information is being shared to provide effective case management and deliver wrap-around services, as well as, recording program data for reporting. Every Empower 225 staff person has signed a confidentiality agreement and is not permitted to discuss any personal information outside of Empower 225.

Empower 225 can use my information for things such as:

- Identify my service needs
- Seek housing based on qualifying factors
- Provide services I qualify for
- Refer me for qualifying services

This information that may be shared includes:

- Name
- Contact Information
- Date of Birth
- Gender
- Disabling Condition
- Family Composition
- Housing Status
- Assistance Provided

I understand that:

- ✓ Empower225 and all of it's staff members will keep my information confidential. I have the right to view Empower 225's confidentiality policy, if requested.
- ✓ This Release of Information doesn't guarantee or refuse services to be provided
- ✓ My information can't be shared outside of Empower 225 without my written consent unless otherwise authorized by law
- ✓ This Release of Information stays in effect until I revoke it in writing, which I can do at anytime. If I revoke it, all my information collected will remain, but no new information will be added
- ✓ Some auditors or funders can view my information, as necessary

List all persons in your household (first name, last name, DOB):

**Check the box that applies:**

Yes, I release my information to Empower 225

No, I do not release my information to Empower 225

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

*Empower 225 staff, complete the following:*

Sign: \_\_\_\_\_

Date: \_\_\_\_\_