



Notice of Information Rights

As a client of the WCA, you have the following rights over the information you share with WCA staff and volunteers:

1. WCA will not share the information you give us with anyone outside of the WCA except when you provide us written instructions or when a law requires that we share.
 - a. We will not share your name, address, phone number, or ID numbers outside of the WCA except when a law requires that we share it.
 - b. If you have questions about who is in the WCA and might be able to see your information, please let us know, and we'll answer them.
2. You may choose what information to give us. We will still help you even if you decide not to answer some of our questions.
3. Some laws require that we share information about the people we help.
 - a. Before you decide what you want to share with us, we will tell you what information we are required to share by law.
 - i. We are required to make hotline reports or reports to police if we suspect child abuse or neglect and elder/vulnerable adult abuse or neglect.
 - ii. If we do have to share information because of a law, we will talk to you about what we have to share and help you plan how to handle what comes next.
4. We share general information about our work and the groups of people we help. (For example, we report the number of clients in different age ranges and the number of clients who need certain types of help like through our crisis hotline or court advocacy.)
 - a. If we think that even a general piece of information could identify you, we won't share it.
5. You can always decide that you want us to share information about you. You can talk to the WCA staff about what you like us to share and how it helps you to have us do the work of sharing.



6. You may want us to connect you with other agencies who provide different services than we do. We will help you figure out the best way to connect with them. If you want us to share information with the other agencies directly, you can work with our staff to write your instructions.
 - a. We will tell you what we know about how other agencies might protect or share your information. But once we share information with another agency at your instruction, we can't control what they will or won't do with your information.

7. We are always willing to talk with you about your rights. If you have questions or think we did wrong with your information, please get in touch with *Kathryn Welsh, J.D., V.P. of Programs*, (402) 345-6555 x211, kathrynw@wcaomaha.org.

**Note: WCA's comprehensive client confidentiality policy and procedures are available upon request. Please speak to your assigned WCA staff member.*