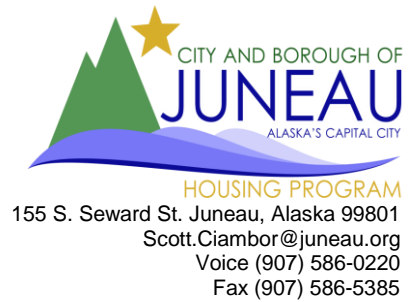


MEMORANDUM



TO: All CBJ Staff

FROM: Scott Ciambor, Chief Housing Officer

DATE: June 29, 2018

SUBJECT: Personal Data Privacy Policy

The City and Borough of Juneau Housing Office created Personal Data Privacy Policies for the coordinated entry process for local housing and homelessness services. Coordinated entry uses data and case conferencing to index the vulnerability of homeless individuals so that housing is prioritized for those who need it most. Two privacy policies have been developed:

- **Personal Data Privacy Policy – General:** This includes general protocols on how data will be collected, how it will be used or disclosed, how it will be stored and destroyed, and who to contact if one has concerns about the privacy of their data.
- **Personal Data Privacy Policy – Electronic Information:** These protocols specifically address electronic data storage and access, including policies for access to the Alaska Homelessness Information System (AKHMIS), a statewide database cooperatively managed by the Alaska Coalition on Housing and Homelessness.

The policies and their development documents are stored here: I:\HOUSING\Privacy Policy

You will need to read and sign the last page of the “Personal Data Privacy Policy – General” if you:

- Are involved with Coordinated Entry.
- Are providing support for Coordinated Entry, or attending Coordinated Entry meetings.
- Have access to certain electronic drives that store personal information.

With your signature, you are verifying that you have read and understood the “Personal Data Privacy Policy – General” and the “Personal Data Privacy Policy – Electronic Information,” and that you had an opportunity to discuss it with the Chief Housing Officer or his designee.