

# THE ARC OF BALTIMORE NOTICE OF PRIVACY PRACTICES

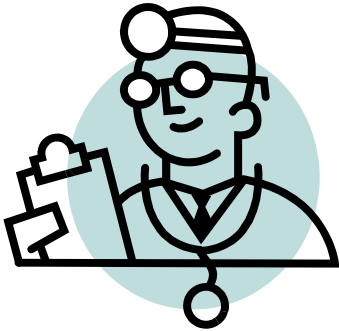


Your staff keep a record about you. It is kept in the main office or maybe in a file cabinet in your home. In this file are copies of your IP, your doctor's reports, your benefits, maybe your Behavior Plan and other things that are personal to you.



By law, we have to make sure your information is kept private and is not shared with people that don't need to see it.

We may share the information with some people,  
for example:



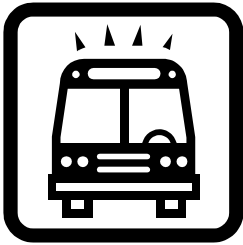
Your doctors



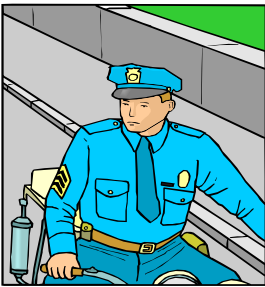
Your Service Coordinator  
Your team members



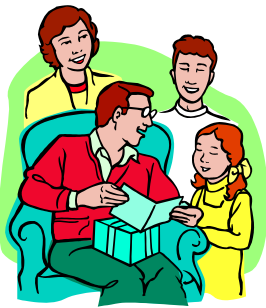
People who pay for your services like DDA or Medicaid



There are also times when we will share your information with people who help us to serve you like the transportation company or the emergency pager company. We ask these people to keep your information private too.



Sometimes, but not often, we will share your information without your permission for example: to the police or to a judge or if we feel you are being abused.



Sometimes, your information will be shared with:  
Your guardian  
Your family (unless you tell us not too)



We might contact you if we know of a service you need, or to help us raise money for The Arc.

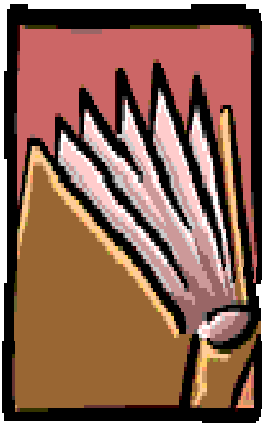


We also keep a list of all of the people that are served by The Arc of Baltimore. We don't share this list outside of the agency except people on your team or who pay us for your services (DDA, Medicaid, OHCQ)



At times, if you are hiring a new staff person to work for you, we may tell the person who wants the job a little about you to help them and you decide if they will work out.

You have the right to:



1. Ask us to not give out your information
2. Change your information
3. Get a copy or look at your information
4. Ask us to show you who we have given your information to
5. Ask us to give you information in different ways or places (like not leave a message at your house or at your job)
6. You can change your mind about letting someone see your record.

We will not share your information with people who don't need to know it. We will let you know if we change how we treat your files. If you have any problems with this, you can call Michael Marshall at 410-296-2272. It is his job to make sure your information is kept quiet. You can also tell someone at the State and he will let you know how to do that.