

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PRIVACY PRINCIPLES

The privacy principles set forth in this document are based on the ethical and legal obligations of the Department to all employees, business partners, and clients. The obligation to protect privacy and to safeguard the information individuals entrust to HUD is a fundamental part of HUD's mission to administer its programs fairly and efficiently. Individuals have the right to expect that the information they provide will be safeguarded and used only in accordance with law.

All HUD employees are required to conduct their actions in a way that reflects a commitment to deal with individuals fairly and honestly, and to protect their right to privacy by ensuring that their personal information is protected. To promote and maintain individuals' trust in privacy, confidentiality and security protections provided by HUD, the Department will be guided by the following privacy principles:

- Protecting individual privacy and safeguarding confidential information are a public trust.
- No information will be collected or used that is not necessary and relevant for the administration of HUD's programs, and other legally mandated or authorized purposes.
- Information will be collected, to the greatest extent practicable, directly from the individual to whom it relates.
- Information about individuals collected from third parties will be verified to the greatest extent practicable with the individuals themselves before any adverse action is taken against them.
- Personally identifiable information will be used only for the purpose for which it was collected, unless other uses are specifically authorized or mandated by law.
- Personally identifiable information will be disposed of at the end of the retention period required by law or regulation.
- Individual information will be kept confidential and will not be discussed with, nor disclosed to, any person within or outside of HUD other than as authorized by law and in the performance of official duties.

- Unauthorized access to individual information by any HUD employee constitutes a serious breach of the confidentiality of that information and will not be tolerated.
- Requirements governing the accuracy, reliability, completeness, and timeliness of individual information will ensure fair treatment of all individuals.
- The privacy rights of individuals will be respected at all times and every individual will be treated honestly, fairly, and respectfully.