



Policy and Procedure: Privacy of Velair Residents and Applicants

Effective Date: 10/1/18

Velair Property Management is committed to protecting the privacy and accuracy of confidential information regarding our residents and applicants to the extent possible, subject to provisions of state and federal law.

Other than as required by program requirements, or in response to subpoenas or other legal instruments that authorize access, personal information is not actively shared.

As a protection to our residents' and applicants' right to privacy:

- Velair does not verify residency – without a written release signed by the resident.
- Velair does not release unit numbers, phone numbers or other identifying information about an applicant, current or former resident– without a written release signed by the applicant or resident.
- Velair does not share any information regarding the household – without first obtaining permission to do so from the resident.

If you believe there has been a breach of private applicant or resident data – immediately notify your supervisor.

