**BURLINGTON LEAD PROGRAM INFORMATION AND PRIVACY PRACTICES**

The Burlington Lead Program (BLP) is a Lead-Based Paint Hazard Reduction Program with the purpose of eliminating childhood lead poisoning. Funded by the US Department of Housing and Urban Development (HUD), the Burlington Lead Program provides technical and financial assistance to reduce lead-based paint and Healthy Homes hazards in eligible housing units in Burlington and Winooski.

**Personal Information**

Applicants of BLP are required to provide personal and financial information. Personal information may include applicant’s name, address, date of birth and employment status of all applicable family members residing at a property. Financial information may include salary and business incomes, social security and other sources of income and/or third party documentation of income amounts and sources. This information is used to determine program eligibility and project priority and is a requirement of HUD.

If BLP were to receive paperwork containing social security numbers during the process of determining project eligibility, that information would be made unrecognizable before being placed in the BLP project file.

All personal information is held in the strictest confidence and the Burlington Lead Program will not share, sell, or otherwise disseminate this information to any outside person or entity, except as required or authorized by law.

**Health Information**

The Burlington Lead Program is required to have current blood lead results of enrolled children under 6 years of age. Blood lead testing can be provided by the Burlington Lead Program free of charge and parents and/or legal guardians will be required to formally consent or decline such tests. If blood lead testing is performed, parents/legal guardians will need to consent to the release of blood lead results to BLP staff and to the required sharing of that information to the Vermont Department of Health and HUD.

The Burlington Lead Program will receive blood lead testing results using a secure website provided by the analytical laboratory and will only be accessed by the Program Outreach Specialist and/or the Program Coordinator. The laboratory will mail hard copies of the blood lead testing results to the Burlington Lead Program and will be will be stored in a secure, locked file accessible only by the BLP staff listed above. BLP will mail hard copy results to parents/legal guardians along with information to schedule a site visit through the Program Outreach Specialist. The Burlington Lead Program will not download blood lead testing results onto computer hard drives or forward electronic blood lead results via email.

Units where elevated blood lead levels are present will be made intervention priorities by BLP. BLP files and documentation will be not list actual blood lead levels, but will be coded to denote intervention priorities. BLP staff (other than Coordinator and Outreach Specialist) will not be given actual blood lead levels.

BLP has funding to address certain Healthy Home issues. The Healthy Homes principles promote safe housing as a means to prevent disease or injury to the occupants. In order to identify and address Healthy Home concerns, occupants may be asked a series of (optional) dwelling and health related questions. The Healthy Homes survey will contain general information only and any existing health issue will not be identified with a specific individual. If the survey identifies any additional funding needs, referrals will only be made with the occupants consent.

**Other Identifying information**

The Burlington Lead Program’s resources and expertise are intended to reduce lead hazards in properties to prevent or lessen the effects of lead poisoning in children. To assure that resources are allocated to families that need it most, the Vermont Department of Health may disclose to BLP the addresses where elevated blood lead levels are known. Hard copies of addresses only, with no other identifying information, will be stored in a secure, locked file accessible only by the Program Coordinator or Outreach Specialist.

Discreet written or verbal inquiries will be made to obtain parents/legal guardians consent to discuss the issue and determine what resources can be used at the property. Inquiries will not reference any health issue or blood lead level result, only that a referral has been made to the Burlington Lead Program and that free resources for lead hazard reduction activities are available for eligible properties.

**Consent for Release of Information**

In the event of a request for information from any applicant file that is outside of the normal BLP’s operating functions and/or management of an applicant’s lead hazard reduction project, the Burlington Lead Program will seek the applicant’s consent for release of the information and clearly describe who has requested the information and what type of personal information is being requested.

**Program Notification for Inadvertent Release**

If the Burlington Lead Program inadvertently releases any protected information listed above, the applicants or enrolled parties will be notified in writing by BLP describing the circumstance, the specific information released, the parties the information was released to and the subsequent BLP policy change to avoid future occurrences.

**Contact Information**

Applicants or enrolled parties having questions or concerns can contact the Burlington Lead Program Coordinator, Jeff Tanguay at 802.865.7598 or jtanguay@burlingtonvt.gov