

**ATTACHMENT D: ASSURANCE**

The applicant hereby certifies that it will act appropriately to protect the privacy of recipients of the grant-funded services by establishing and maintaining a code of conduct which:

1. Assures the individual access to information about themselves;
2. Gives the individual the right to seek amendment of these records when they are inaccurate, and describes the action(s) which may be taken by an individual when such amendment is refused;
3. Defines the method by which information in the case files may be released to a third-party with the prior informed written consent of the individual and describes the method of informing the individual of how this release of information may be revoked when and if the individual so needs;
4. Describes the manner in which Section 7, Reporting and Audit, of the grant agreement which allows AHD employee access to the case files, will be implemented; and
5. Describes the manner in which the files will be maintained and protected, how long they will be kept, and the manner in which they will be destroyed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Original signatures must be included in the two (2) copies marked "MASTER COPY". Include in the Master Copies only.