

## HFA Affiliate Data Usage Policy

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HFA requires data from affiliate sites and individuals associated with HFA for administrative purposes such as communication, billing for fees and services, and monitoring of affiliate requirements (e.g., training, accreditation). Data are also used to examine network characteristics and quality indicators, to inform advocacy efforts and network support. All data sharing is conducted responsibly and mindfully for the benefit of HFA affiliates and the children, families, and communities they serve. This policy describes how HFA uses and shares required data from affiliates.

- Aggregate (summary) data representing multiple sites, including but not limited to a region, state, or territory may be shared publicly without explicit permission from affiliates, such as on the HFA website.
- Site-level data may be shared with certain entities, without explicit site permission, if we determine there is a benefit to the HFA Network and the recipient of the data has established a non-disclosure agreement with PCA America that ensures the privacy of individual sites is maintained. Sharing of site-level data is allowed for a variety of purposes that benefit individual or multiple sites, including access to resources, advocacy, fund raising, performance monitoring, quality assurance, quality improvement, and research.
  - Site name and contact information are shared on the publicly accessible HFA website to help point potential families, funders, and government representatives to the site nearest them.
- Individual (person-level) data are not shared without advance written permission from an authorized representative, with the exception of email addresses and other contact information. Email addresses may also be shared in order to connect staff on targeted issues with potential for mutual benefit. General communications to the HFA Network are directed to contacts designated by affiliates and other staff who have elected to receive them. HFA will never sell or share staff contact information for marketing purposes.

Note: All provisions in this policy may be superseded by later agreements between PCA America and an affiliate.

Questions about this policy are welcome and should be submitted to [research@preventchildabuse.org](mailto:research@preventchildabuse.org).