

December 16, 2019

To Facility Manager:

We need your help to count everyone in the United States by providing basic information about all the people living or staying at this facility. The **2020 Census** includes people who live or stay in group quarters, such as college or university residence halls, nursing/skilled-nursing facilities, group homes, residential treatment centers, workers' group living quarters, and correctional facilities.

A Census Bureau worker will contact you as early as January 13, 2020 to conduct a telephone interview to:

- Verify the group quarters' name, address information, contact name, phone number, and business email address.
- Collect an expected population count on April 1, 2020.
- Allow facility managers to choose a method of enumeration from those available to their group quarters, such as: in-person interview, paper response data collection, and electronic response data transfer (eResponse).
- Schedule an enumeration appointment.

Many federal laws require the use of census data to distribute funding and monitor important programs that provide services to the community. States, cities, counties, and tribal governments use census data to plan future programs, services, and community development projects such as those for the older population, hospitals, libraries, and schools.

The Census Bureau collects data in compliance with the privacy rules and regulations such as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221, and 223. By law, the Census Bureau can only use responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data. All web data submissions are encrypted in order to protect your privacy.

Title 13 of the U.S. Code protects the confidentiality of all this information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information provided to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of individual responses.

For more information about how we protect this information, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.

Please visit our Web site at 2020census.gov for more information about the 2020 Census. Additional questions can be answered when a Census Bureau worker contacts you.

Thank you for your cooperation, and we look forward to working with you.

Sincerely,

Steven D. Dillingham
Director