



# HMIS PRIVACY NOTICE (CLIENT)

EFFECTIVE APRIL 15, 2005

Revised September 2020

## OUR DUTY TO SAFEGUARD YOUR PROTECTED INFORMATION



\_\_\_\_\_ (Agency Name) collects information about who accesses our services. When we meet with you, we will ask you for information about you and your family, and enter it into a computer database called HMIS. This database helps us to keep track of you and your family's information. Your information is considered to be "PROTECTED INFORMATION". We are required to protect the privacy of your identifying information and will give you notice about how, when or why we may use or disclose any information you may give us.

We are required to follow the privacy practices described in this Notice, however, \_\_\_\_\_ (Agency Name) reserves the right to change our privacy practices and the terms of this Notice at any time. You may request a copy of the new Notice from any HMIS Agency.

### HOW WE MAY USE/DISCLOSE YOUR INFORMATION

We will NOT turn your information over to a national database for usage. However, we must have your written consent unless the law permits or requires us to make use or disclosure without your consent. Please review the Client Informed Consent/Release of Information Authorization for details. You must sign this form before we can use your information, but you don't have to sign the form in order to receive services.

We collect personal information directly from you for reasons that are discussed in our privacy notice. We may be required to collect some personal information by law or by organizations that give us money to operate this program. The personal information we collect is important to run our programs, to improve services for persons experiencing homelessness, and to better understand the needs of persons experiencing homelessness. We only collect information that we consider

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

Date Signed \_\_\_\_\_