

Homeless Management Information System (HMIS)

Consumer Privacy Notice

This notice describes how information about you may be used and disclosed. It also explains how you can get access to this information. Please review it carefully.

Information that this agency collects for the HMIS

This agency is a partner agency in the Homeless Management Information System. HMIS is a shared homeless and housing database system administered by Marin County Health & Human Services, which collects information on people who are homeless or at risk of homelessness. The information includes demographics, housing history, services, and special needs. HMIS information is collected only if you consent to it.

How HMIS will use your information

HMIS is a system which helps agencies understand the scope of homelessness and the need for affordable housing and shelter. Information is entered into a web-based system which has the same security and protections similar to those used by on-line banks to secure your information. Your name and other identifying information will not be shared with any agency not participating in the system. Information that is utilized is in aggregate form, this means any information which can identify a single person is removed, such as your social security number, date of birth etc. This anonymous data is used to make reports for funders, policy-makers and the general public.

The HMIS project won't use your information in any other way, unless we get your written authorization. (Even if you give us written authorization, you may change your mind later and revoke your authorization.) We will not release identified information about you to any law enforcement agency unless required by law.

Your rights

You have a right to review any information kept about you in the HMIS system. You also have the right to remove such information from future use in the system. (To review or remove records, you'll need to identify them definitely as yours. This may require, for example, your last name, birth date, and social security number. You also have a right to receive a paper copy of this notice. Please ask a representative of the agency for a copy.)

Our responsibilities

The HMIS project is required by law to maintain the privacy of your personal information. We are also required to inform you of your rights and our privacy practices in dealing with this information. We must abide by the terms of this notice while it remains in effect. If necessary, we may change the terms of this notice. If we do so, we

will try to inform you about the new terms, by circulating a revised notice to all participating agencies, with a request that the agency [to] post the notice and inform all clients of the changes.

How to file a complaint

The HMIS project takes your privacy rights very seriously. If you believe that the HMIS project may have violated your privacy rights, please contact us immediately via the HMIS Coordinator 415-499-3708. No person will be penalized or retaliated against for filing such a complaint.

Effective May 2009