

AL-501 CoC Privacy Notice to Clients

Version 2

Notice Summary

The AL-501 CoC Privacy Notice to Clients describes the privacy policy and practices of Housing First, Inc. We may amend this policy over time. We collect personal information only when appropriate. We may use or disclose your information to provide you with services. We may also use or disclose it to comply with legal and other obligations. You can inspect personal information about you that we maintain. You can also ask us to correct inaccurate or incomplete information. You can ask us about our privacy policy or practices. We respond to questions and complaints. Read the full notice for more details. Anyone can have a copy of this notice upon request.

Brief Summary

This Agency collects information about people who apply for services. When we meet with you, we will ask you information about you and your household. We will put the information into a computer system called the Program Management Information System of the Southeast ("PromisSE" or "HMIS" or "System"). The HMIS is used to collect client-level data, and data on the provision of housing and services to homeless individuals, families, and persons at risk of homelessness. The HMIS complies with the U.S. Department of Housing and Urban Development's ("HUD") data collection, management, and reporting standards. The information that we collect allows us to work with other Agencies to help you, to coordinate your case management, and to reduce the number of times that you have to re-tell your story or repeat your information.

Confidentiality Rights

Each Participating Agency (agencies using the HMIS) is required to have a privacy policy that has been approved by its board of directors. Housing First operates the HMIS in accordance with HUD confidentiality regulations, including those covering programs that receive HUD funding for homeless services (Federal Register/Vol. 69, No. 146). Agencies covered under the Health Insurance Portability and Accountability Act (HIPAA) privacy and security rules, which govern confidential health information such as the diagnosis, treatment, of a mental health disorder, a drug or alcohol disorder, and AIDS/HIV condition, must notify Housing First's System Administrator of their HIPAA status to allow Housing First to handle their client data in compliance with HIPAA. Other rules that may also apply include 42 CFR Part 2 governing drug and alcohol records.

Effective Date: The AL-501 CoC Privacy Notice to Clients was approved by the AL-501 Homeless Coalition of The Alabama Gulf Coast Continuum of Care Board of Directors on October 16, 2016, and governs the privacy of information received on or after this date. Information received or entered prior to the effective date is governed under the preceding Privacy Notice.