

Homeless Management Information System (HMIS)

Data Privacy Notice

We collect personal information about the people we serve in a computer system called HMIS (Homeless Management Information System). Many social service agencies use this computer system, including street outreach, shelters, and housing programs. We have a responsibility to protect your information and privacy. These policies may be amended at any time. Amendments may affect information obtained by this agency before the date of the change.

What information do we collect?

- We collect information that can identify you, such as name, address, and date of birth.

Why do we collect this information?

- To help keep this program and others like it going. We are required to use HMIS.
- So we know how many people we serve and the types of people we serve at our agency and in the state.
- So we all understand what people need and can plan services to meet these needs.

Who can see and use information that is in HMIS?

- People who work for this agency will use it to help provide services to you or your family.
- Other agencies like this agency that provide services and have received permission from you to see your information for coordination of services. The agencies that participate in HMIS may change from time to time. A copy of the current list of participating agencies is available upon request.
- Auditors or funders who have legal rights to review the work of this agency, such as the U.S. Department of Housing and Urban Development and other state or local government entities.
- Organizations that run, administer, and work on the system, such as the Kansas Statewide Homeless Coalition. When these organizations work on the system, they may see information about you while creating de-identified datasets from your information.
- People using HMIS information to do research and write reports. Your personally identifiable information will never appear in research reports.
- The law says we have to report physical or sexual abuse of children and vulnerable adults. If we think there is abuse or neglect in your household, we will report it to Child or Adult Protection.
- We may release your information to protect the health or safety of you or others as required by law.
- Others as required by law, including officials with a valid subpoena, warrant, or court order.

We will not release your information for any other use unless you permit us in writing.

How is your privacy protected?

- All users of data must sign an agreement to protect your privacy and comply with state and federal laws and policies before seeing any information.
- The computer program used for this purpose has industry standard security protocols and is updated regularly to meet these security requirements.

What are your rights?

- If you do not want your name, social security number, or date of birth entered in HMIS, tell the intake worker. This agency will not refuse to help you for denying this. However, federal and state regulations may require limited data collection for funding purposes.
- You have the right to request a copy of the HMIS information about you.
- You have the right to correct mistakes in HMIS information about you.
- If you think this agency or HMIS violated your privacy rights, you have the right to complain or appeal. Ask a staff person for a complaint and appeal form.