



HMIS Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Alliance to End Homelessness Homeless Management Information System (HMIS)

When you request services from the Sanctuary, we enter information about you and members of your family that are with you into a computer system called HMIS, or Homeless Management Information System. HMIS is a software system of the Alliance to End Homelessness in Suburban Cook County (ALLIANCE). HMIS is used by many agencies in Suburban Cook County that provide services to persons and families in need. The information collected in the HMIS will help us do things like reduce duplicate intakes, document the need for services, and generate reports such as the number of persons who are homeless in Suburban Cook County.

How your information in the HMIS may be used

Unless restricted by other laws, the information can be used by:

- Authorized people who work in the Sanctuary for administrative purposes related to providing services to you or your family, or for billing or funding purposes.
- Auditors or others who review the work of the Sanctuary or need to review the information to provide services to the Sanctuary.
- The HMIS system administrator, ALLIANCE, and its designees, and the HMIS developer, Bowman. They may see the information for administrative purposes (for example, to check data errors).
- Individuals performing academic research who have signed a research agreement with the Sanctuary or the ALLIANCE. Only aggregate data will appear, your name, social security number or other identifying information will not appear in any research report.
- The Sanctuary or the ALLIANCE may use your information to create aggregate data that has your identifying information removed. Also, the Sanctuary may disclose to a third party aggregate data so that the third party can create data that has your identifying information removed.
- Government or social services agencies that are authorized to receive reports of homelessness, abuse, neglect or domestic violence, when such reports are required by law or standards of ethical conduct.
- A coroner or medical examiner or funeral director to carry out their duties.
- Authorized federal officials for the conduct of certain national security or certain activities associated with the protection of certain officials.
- Law enforcement officials, but the disclosure must meet the minimum standards necessary for the immediate purpose and not disclose information about other individuals. A court order or search warrant may be required.
- Others, to the extent that the law requires a specific use or disclosure of information. Information may be released to prevent or lessen a serious and imminent threat to the health or safety of a person or the public; if the disclosure is made to a person or persons reasonably able to prevent or lessen the threat or harm, including the target of a threat.

Other uses and disclosures of your information will be made *only with your written consent*. You may revoke your consent at any time in writing, except if the Sanctuary has already released information as a result of your consent.

This Form may not be amended except by ALLIANCE. Proposals for amendments may be sent to info@suburbancook.org.



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Your rights regarding your information in the HMIS

- You have the right to inspect and obtain a copy of your own protected personal information for as long as it is kept in the HMIS, except for information compiled in reasonable anticipation of, or for use in, a legal proceeding.
- You have the right to correct your protected personal information when the information in the record is inaccurate or incomplete.
- You have a right to request that your personal information be provided to you by alternative means, (such as by mail or telephone), or at alternative locations (such as at your home or place of work). The Sanctuary will accommodate reasonable requests.
- You have the right to receive a list of disclosures of protected personal information made by the Sanctuary or ALLIANCE during the six years prior to the date you request this information, except for disclosures for national security or intelligence purposes or to correctional institutions or law enforcement officials. If a law enforcement official or health oversight agency requests that we temporarily suspend giving you an accounting of disclosures made to them, the request must be time-limited and given to us in writing.

Exercising your rights regarding your information in the HMIS

You can exercise these rights by making a written request to the Sanctuary, or by making a written request to ALLIANCE. The addresses are listed at the end of this Notice.

Enforcement of your privacy rights

If you believe your privacy rights have been violated, you may send a written complaint to the Sanctuary. If your complaint is not resolved to your satisfaction, you may send your written complaint to the ALLIANCE. Addresses are listed at the end of this Notice. You will not be retaliated against for filing a complaint.

The Sanctuary is required by law to maintain the privacy of your protected personal information, and to display a copy of the most recent Notice of Privacy Practice. The Sanctuary reserves the right to change the Notice from time to time, and if it does, the change will affect all of the information in the HMIS, not just the information entered after the change. The revised Notice will be posted at the Sanctuary. You may request a copy of it from the Sanctuary or the ALLIANCE.

Addresses

The Sanctuary
PO Box 1781
Matteson, IL 60443

Alliance to End Homelessness in Suburban Cook County
1107 S. Mannheim Road, Suite 304
Westchester, IL 60154

If you have any questions about this Notice or need further information, you may request it from:
HMIS Coordinator (708) 345-4035 ext.02

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