

## Chicago Homeless Management Information System (HMIS) Standard Privacy Posting

*This notice describes how this agency in the HMIS Collaborative will use and protect the information about you and your dependents that is entered in HMIS and your rights to decide how your information is shared. The policies stated in the Standard Agency Privacy Policy Notice can be amended at any time and a draft will be posted at least 30 days prior to taking effect. Please read the full Standard Agency Privacy Practices Notice for more details.*

<b>Why we collect and enter your information</b>	<ul style="list-style-type: none"> <li>• To provide or coordinate services for you;</li> <li>• To locate other programs that may be able to assist you;</li> <li>• For functions related to payment or reimbursement for services provided by or on behalf of the Chicago HMIS Collaborative;</li> <li>• To carry out administrative functions, including legal, audit, personnel, oversight, contract monitoring, program evaluation, and other management functions;</li> <li>• To comply with government and funder reporting obligations;</li> <li>• For data analysis, and community reporting purposes, including reporting to the Chicago CoC to inform policy decisions;</li> <li>• For academic research and when required by law</li> </ul>	
<b>Agency use and disclosure of your information</b>	<p>Your personal information may be used or disclosed with your consent for the following reasons:</p> <ul style="list-style-type: none"> <li>• To provide or coordinate services for you and your family to help you end your homelessness.</li> <li>• For purposes of data integration with other systems or data warehousing.</li> </ul> <p>Your personal Information may be used or disclosed without your consent for the following reasons:</p> <ul style="list-style-type: none"> <li>• For functions related to payment or reimbursement for services provided by or on behalf of the Collaborative;</li> <li>• To carry out administrative functions, such as legal, audit, personnel, oversight, contract monitoring, program evaluation, and other management functions;</li> <li>• To carry out maintenance and operation of the Chicago HMIS;</li> <li>• To create reports for the CoC that include your data but only in a way your identity is not disclosed (this type of data is sometimes referred to as “anonymized” or “de-identified” data);</li> <li>• When required by law to the extent that use or disclosure complies with and is limited to the requirements of the law;</li> <li>• To avert a serious threat to health or safety;</li> <li>• To report about an individual who is believed to be a victim of abuse, neglect, or domestic violence to a governmental authority (including a social service or protective services agency) authorized by law to receive reports of abuse, neglect or domestic violence;</li> <li>• To a law enforcement official for a law enforcement purpose;</li> <li>• For academic research purposes</li> </ul>	
<b>Your rights and choices</b>	<ul style="list-style-type: none"> <li>• Obtain an electronic version or paper copy of your information/Ask to correct or amend your information.</li> <li>• Request a preference for communication.</li> <li>• Obtain a list of participating agencies in the Chicago HMIS Collaborative. The list will be posted on <a href="http://www.allchicago.org">www.allchicago.org</a></li> <li>• Obtain a copy of this Privacy Notice.</li> <li>• Request to revoke your information from being shared.</li> </ul>	
<b>Contact Information</b>	<p><b>Agency Information:</b>  Name:  Address:   Phone:</p>	<p><b>HMIS Lead Agency: All Chicago Making Homelessness History</b>  651 W. Washington, Suite 504  Chicago, Illinois 60661  Phone: 312---379---0301</p>