



Fill in Agency Name: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

This agency recognizes the privacy of client needs in the design and management of the Homeless Management Information System (HMIS). These needs include both the need continually to improve the quality of homeless and housing services with the goal of eliminating homelessness in our community, and the need vigilantly to maintain client confidentiality, treating the personal data of our most vulnerable populations with respect and care.

As the guardians entrusted with this personal data, HMIS users have a moral and a legal obligation to ensure that the data they collect is being collected, accessed and used appropriately. It is also the responsibility of each user to ensure that client data is only used to the ends to which it was collected, ends that have been made explicit to clients and are consistent with the mission to assist families and individuals in our community to resolve their housing crisis. Proper user training, adherence to the HMIS Policies and Procedures Manual, and a clear understanding of client confidentiality are vital to achieving these goals.

By executing this agreement you agree to abide by the following client confidentiality provisions:

1. A **Client Consent - Release of Information for Data Sharing** form must be signed by each client whose data is to be entered into the HMIS.
2. Personal User Identification and Passwords must be kept secure and are not to be shared.
3. Client consent forms may be revoked by that client at any time through a written notice.
4. No client may be denied services for failure to provide consent for HMIS data collection.
5. Only general, non-confidential information is to be entered in the "other notes/comments" section of the Client Profile on the HMIS. Confidential information, including TB diagnosis, domestic violence and mental and/or physical health information, is not permitted to be entered in this section.
6. Clients have a right to inspect, copy and request changes in their HMIS records.
7. HMIS Users may not share client data with individuals or agencies that have not entered into an HMIS Agency Agreement with this Agency without obtaining written permission from that client.
8. Discriminatory comments based on race, color, religion, national origin, ancestry, handicap, age, sex and sexual orientation are not permitted in the HMIS. Profanity and offensive language are not permitted in the HMIS.
9. HMIS Users will maintain HMIS data in such a way as to protect against revealing the identity of clients to unauthorized agencies, individuals or entities.
10. Any HMIS User found to be in violation of the HMIS Policies and Procedures, or the points of client confidentiality in this User Agreement, may be denied access to the HMIS.

