

Client Privacy Notice

This Agency collects personal information about the people we serve in a computer system called a Homeless Management Information System (HMIS). Our funders require us to collect personal information for reasons outlined in our HMIS Privacy Policy. You can request a copy of the Privacy Policy and/or your information at any time. The personal information we collect is important to run our programs, to improve services for you and others, and to better understand your needs.

Your data will be used for the following reasons:

- **To provide or coordinate services to you and others**
- **For functions related to payment or reimbursement for service**
- **To document the services this agency provides you**
- **To analyze and report data without specific client personal information**
- **For carrying out administrative functions**

Some client records may be shared with other organizations to provide or coordinate individual referrals, case management, housing, or other services. Those organizations are required to have privacy policies in place to protect your personal information. We take your privacy seriously. We only collect information we consider appropriate or are required to collect. You have the right to decline to share your information, though it may take longer to organize referrals.

This privacy notice may be amended at any time and amendments may affect information obtained by the organization before the date of the change. An amendment to the privacy notice regarding the use or disclosure will be effective concerning information processed before the amendment unless otherwise stated.