



# MSCCoC\_MIS PRIVACY NOTICE

## HOMELESS MANAGEMENT INFORMATION SYSTEM

**PLEASE READ CAREFULLY**

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAYBE DISCLOSED  
AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.



**EFFECTIVE APRIL 15, 2005**

Revised September 9, 2017

## OUR DUTY TO SAFEGUARD YOUR PROTECTED INFORMATION

\_\_\_\_\_ (Agency Name) collects information about who accesses our services. When we meet with you, we will ask you for information about you and your family, and enter it into a computer database called MSC-CoC\_MIS. This database helps us to keep track of you and your family's information. Your information is considered to be "PROTECTED INFORMATION". We are required to protect the privacy of your identifying information, and will give you notice about how, when or why we may use or disclose any information you may give us.

We are required to follow the privacy practices described in this Notice, however, \_\_\_\_\_ (Agency Name) reserves the right to change our privacy practices and the terms of this Notice at any time. You may request a copy of the new Notice from any MSCCoC\_MIS Agency.

## HOW WE MAY USE/DISCLOSE YOUR INFORMATION

We use and disclose collective information for a variety of reports. You have a limited right to include some of your information for reports on homelessness and services needed by those who are homeless. Information that could be used to tell who you are will NEVER be used for these reports. We will NOT turn your information over to a national database. For usage beyond these reports, we must have your written consent unless the law permits or requires us to make the use or disclosure without your consent. Please review the Client Informed Consent/Release of Information Authorization for details. You must sign this form before we can use your information, but you don't have to sign the form in order to receive services.