## HMIS Client Privacy Rights: About Your Information

### HMIS Consent and Release of Sharing Authorization

- Information you provide to this agency will be entered into the Snohomish County HMIS computer system, unless you tell them you do not want it entered.
- If you provide consent, your identifying information will be entered in HMIS. Identifying information includes Name, Date of Birth, Social Security Number, Race and Last Permanent Address. This information will be kept in the HMIS database for seven (7) years.
- You will receive the same services, whether or not you allow your personal information to be entered into the HMIS or shared with other agencies through the Release form.
- Your personal information that has been collected by this Agency or in the HMIS will not be shared with any other people or organizations unless you say it can be.
- Your personal information that is collected by this Agency or in the HMIS will not be shared with any other government agencies except as required by law.
- Your data is protected by legal agreements signed by users of the HMIS and by electronic encryption of your personal information.
- Information collected in HMIS is used to improve services to clients.
- You can contact Snohomish County at the number below if:
  - You have questions about the information collected in the HMIS and your rights regarding that information.
  - In the event of an injury to you related to the collection of information in the HMIS.
- Although careful measures are taken to protect the personal information entered into the HMIS, it may be possible that a person could access your information and use the information to locate you, commit identity theft or learn about sensitive personal information entered into the HMIS.

### YOUR RIGHTS & CHOICES

- You have the right to refuse to provide personal information, or to stop this agency from sharing or entering your personal information into the HMIS system.
- You have the right to decide what personal information can be shared about you.
- You have the right to change your mind about what personal information about you this agency has entered in the HMIS, what types of information about you they can share, and who they can share it with. You must notify this Agency in writing if you change your mind.
- Your records are protected under Federal and State Confidentiality Regulations (42 CFR, Part 2, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 CRF, 160 & 164) and cannot be disclosed without your written consent unless otherwise provided for in the regulations.

### WHO CAN SEE MY INFORMATION?

- The following agencies will have access to a limited amount of your information. You may request a list of the information that they have access to:
  - Washington State Dept. of Commerce, as the administrator of the Washington State HMIS.
  - A few staff members of the Research Division at DSHS who have signed confidentiality agreements.
- Additionally, if you are part of the Investing in Families Pilot, the following agencies will be conducting research:
  - Snohomish County Human Services Department, WDC, and Business, Government and Community Connections (BGCC).

### CONTACT INFO

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<tr>
<th>Snohomish County, HMIS Coordinator</th>
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<tbody>
<tr>
<td>Office of Housing and Community Services</td>
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<tr>
<td>3000 Rockefeller Ave, M/S 305, Everett, WA 98201</td>
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<tr>
<td>(425) 388-3268</td>
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<td>[Agency Name]</td>
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http://www1.co.snohomish.wa.us/