

**Butte Countywide Homeless Continuum of Care
Homeless Management Information System (HMIS)
Mandatory Collection Notice**

You have a right to privacy. That is important to us. The information you give us will be kept private. It is required that we ask you certain questions for you to receive services. Your answers help us know if we are doing what we can to help you. It will also tell our county if we are offering enough services for people living here without permanent housing. Please ask for a Privacy Notice if you want more information.

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO THAT INFORMATION.

PLEASE READ IT CAREFULLY

Effective Date: 8/1/15

Our Duty to Safeguard your Personally Protected Information (PPI):

Housing Authority of the County of Butte collects information about which clients utilize services that we provide. We will ask for your permission to enter the information we collect about you and your family (as applicable) into a program called the HMIS. Although the HMIS helps us keep track of your information, individually identifiable information about you is considered “Personally Protected Information”. We are required to protect the privacy of your identifying information and to give you notice about how, when and why we may use or disclose the information.

We are also required to follow the privacy practices described in this Notice, although Housing Authority of the County of Butte reserves the right to change our privacy practices and the terms of this Notice at any time. You may request a copy of this notice at any time.

How We May Use and Disclose Your Information:

We use and disclose collective information for a variety of reports. We 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 identify you will never be used for these reports. We will not turn your information over to a national database. We must have your written consent to use or disclose your information unless the law permits or requires us to make the use or disclosure without your permission. Please review the client consent form for further details.

Your Rights Regarding Your Information:

- You have the right to receive services even if you choose NOT to participate in the Butte CoC HMIS. However, clients may be refused program entry for not meeting other agency eligibility criteria.
- You have the right to ask for information about who has seen your information.
- You have the right to view your information and change it, if it is not correct.