



# COHMIS PRIVACY NOTICE

Effective Date: May 2021

This Notice describes:

- How your personal information may be used and disclosed.
- Your rights to this information.

Important notes about this Notice:

- This Notice may be amended at any time.
- Amendments may affect information obtained by COHMIS agencies before the date of the change.
- An amendment to this Notice regarding use or disclosure will be effective with respect to information processed before the amendment, unless otherwise stated.

## **It is OUR DUTY to Safeguard Your Protected Information**

We will collect information about you and your family to provide you services. This information will be entered into the Colorado Homeless Management Information System (COHMIS), which is the statewide data collection system. We are required to protect the privacy of your identifying information. We must give you notice about how, when, and why we may use or disclose any information you share with us. We are also required to follow the privacy practices described in this Notice. You are not required to answer any questions asked, nor will you be denied services solely for refusing to answer the HUD HMIS Data collection questions, unless specifically required for program eligibility.

## **Why We Collect Information**

We collect personal information directly from you for reasons that are discussed in our privacy notice. We may collect some personal information as required by law or as required by organizations that provide funding for specific programs. Any additional information that we collect is important to help manage our programs, improve services, secure additional funding sources, and to better understand the needs of the clients in our communities. We only collect information that we consider to be appropriate. To further ensure and navigate this coordination, data is shared between the four Continuum of Care (CoC) bodies: Metro Denver Homeless Initiative, Pikes Peak, Balance of State, and Northern Colorado.

## **We May Use and Disclose Your Information**

The collection and use of your personal information is guided by strict standards of confidentiality. Data collected is used for reporting on the health and human service needs in our community. Unless restricted by other laws, the information we collect can be shared and disclosed under the following circumstances:

- To provide or coordinate services.
- For payment or reimbursement of services for the participating organization.
- For administrative purposes, including but not limited to HMIS system administrator(s) and developer(s), and for legal, audit personnel, and oversight and management functions.
- For creating de-identified personal information.
- To prevent a serious threat to health or safety.
- As required by law, for victims of abuse, neglect, or domestic violence.
- For research purposes.
- Other uses and disclosures of your personal information can be made with your written consent.

## **You Have Rights Regarding Your Information**

- You have the right to ask about who has seen your information.
- You have the right to see your information at any time and change it if it is not correct.
- You have the right to change your authorization regarding the use of your data.
- You have the right to file a grievance if you feel your information has been misused. The Grievance form may be requested at any time from any participating COHMIS agency.
- You have the right to receive a copy of the privacy notice upon request.