

ShelterNet Homeless Management Information System (HMIS)



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

PLEASE READ IT CAREFULLY.

Effective Date: March 9, 2006

Our Duty to Safeguard Your Protected Information

Fairview Recovery Services Addictions Crisis Center (ACC) collects information about who uses our services. We will ask for your permission to enter the information we collect about you and your family into a computer program called ClientTrack.net.

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, although **the ACC reserves the right to change our privacy practices and the terms of this Notice at any time.** You may request a copy of the notice from any participating **Shelter Net Agency.**

How We May Use and Disclose Your Information

- Data collected is used and disclosed for reporting 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.
- Data will be collected for the purposes of case management by this agency.
- Only data that is relevant to these purposes will be collected.
- Only people who are providing you with direct services and have an express necessity to view your information will see it.
- We will **not** turn your information over to a national database.

Your Rights Regarding Your Information

- You have the right to ask for information about who has seen your information.
- You have the right to see your information and request it to be changed if it isn't correct.
- You have the right to file a complaint about the privacy policies and practices of this agency.