

HMIS Client Information System

This notice describes how this agency will use and protect the information about you that is entered into Chicago's HMIS client information system and your rights to decide how your information is shared. The policies stated in the Standard Agency Privacy Practices Notice can be amended at any time. Please read the full Standard Agency Privacy Practices Notice for more details.

Why we collect your information	<ul style="list-style-type: none"> • We use the personal information to run our programs and to help us improve services. • We use the information to get a more accurate picture of individuals and families who are homeless and to identify the need for different services. • We are required to collect some personal information by organizations that fund our program. 	
Agency use of your information	<ul style="list-style-type: none"> • Information will be entered into Chicago's HMIS computerized client information system and shared with other agencies unless you specifically request otherwise. • Your personal information entered into Chicago's HMIS will be shared only as permitted or required by law or as authorized by you. • Your information will be removed from the database after 7 years of inactivity. 	
Your benefits to providing information	<ul style="list-style-type: none"> • By providing your information, we may be able to reduce the amount of information we have to ask you when you receive services at another agency. • We can use your information to more quickly identify services you may need and those for which you are eligible. • We use HMIS to reduce the amount of time we spend on preparing reports to our funders allowing us to provide more services to you. 	
Your rights and choices	<ul style="list-style-type: none"> • You have the right to request a copy of the Standard Agency Privacy Practices Notice from this agency. • You have the right to change your mind about allowing your information to be shared with other Chicago HMIS partner agencies. • You have a right to review the personal information that we have about you. If you find mistakes you can request they be corrected. • You have a right to file a complaint if you feel that your data privacy rights have been violated. 	
Contact information	Agency Information (hereinafter "this agency") Agency Name Address City, State, Zip	HMIS Lead Agency Information: Chicago Alliance to End Homelessness 651 W. Washington, Suite 504 Chicago, Illinois 60661, Phone: 312-379-0301