# Our Privacy Framework for HMIS

Share this with staff & clients on the options to secure data in HMIS

## Automatic Record Keeping

To better serve you, our agency must create a file to organize our work together when you accept services. We will use this file to securely:

- Connect you to services in the community
- Disclose limited information to HUD and program funders
- Report our services when required by government agencies
- Administer our program

## System Privacy and Security

HMIS@NCCEH uses a Secure Socket Layers (SSL) 128-bit encryption, is password protected, and access is only granted to agencies and users under specific documented agreements.

## Sharing Choices Available

We only collect information to help you get housed and to improve programs and the lives of people experiencing homelessness. You can refuse any individual question - we are required to at least ask.

- Sharing Options: In HMIS, there are options to share your information with other community partners.
    - *ROI Section 1*: Share or not share your basic info (like Name) with other agencies that use HMIS@NCCEH
    - *ROI Section 2*: Share or not share more detailed info with local agencies also providing housing services in HMIS
- Electronic Client File Options: Still concerned for your privacy? There are a few options for how we create your client file.
    - Hide your basic info (like Name) from other staff at this agency and all others. This is an "Unnamed record".
    - De-identified your profile. Use code-name or pseudonym in HMIS to limit identifying information.
    - No HMIS entry (might delay services). Requires tracking outside of HMIS.

*For HMIS Users Only:*

Need to set up one of these options? Collect the client's info on paper forms and contact the Data Center Helpdesk at hmis@ncceh.org to set it up.