

# Privacy Notice

**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: January 2016**

## **Our Duty to Safeguard your Personal Information**

**Martha's Village and Kitchen** 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 the computer program called the Continuum of Care for Riverside County HMIS. Although the CoC HMIS helps us keep track of your information, individual and identifiable information about you is considered "Personal Protected Information" (PPI). 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 you give us.

We are also required to follow the privacy practices described in the Notice, although Martha's Village and Kitchen **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 CoC HMIS Collaborative Agency].

## **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 personal information for reports 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. 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 of or to disclose without your permission. Please review the Client Informed Consent/Release of Information Authorization for details.

## **Individual Rights Regarding your Information**

- ✓ You have the right to receive services even if you choose NOT to participate in the 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 see your information and change it, if it is not correct.

**Continuum of Care  
Homeless Management Information System  
Mandatory Collection Notice**

We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information as mandated by law or as requested from organizations that fund this program. Other personal information we collect is necessary to operate programs, improve services and better understand the needs of homelessness. We collect appropriate information only. A Privacy Notice is available upon request.