

# North Dakota's HMIS Data Privacy Notice & Consent

We collect personal information about the people we serve in a computer system called North Dakota's HMIS (Homeless Management Information System). Many social service agencies use this computer system.

## Why?

- To help keep this program and others like it going. We are required to use HMIS.
- So we know how many people we serve and the types of people we serve at our agency and in the state.
- So we all understand what people need and can plan services to meet these needs.

## Who can see information that is in North Dakota's HMIS?

- People who work for this agency will use it to help provide services to you or your family.
- Auditors or funders who have legal rights to review the work of this agency.
- The HMIS Database Administrator employed by the North Dakota Coalition for Homeless People. This person maintains North Dakota's HMIS. When this person works on the system, they may see information about you.
- People using HMIS information to write reports. Researchers must sign an agreement to protect your privacy before seeing HMIS information. Your private information will **never** appear in research reports.
- The law says we have to report physical or sexual abuse of children and vulnerable adults. If we think there is abuse or neglect in your household, we will report it to Child or Adult Protection.
- We may release your information to protect the health or safety of you or others.
- Others when we are required by law, including officials with a valid subpoena, warrant, or court order.

We will not release your data for any other use unless you permit us, in writing.

## Your Rights

- **If you do not want your name, social security number, or date of birth entered in HMIS, tell the intake worker.** This agency will **not** refuse to help you for denying this.
- You have the right to a copy of the North Dakota's HMIS information about you. (Unless we cannot give it because of certain legal proceedings.)
- You have the right to correct mistakes in HMIS information about you.
- If you think this agency or North Dakota's HMIS violated your privacy rights, you have the right to complain or appeal. Ask a staff person for a complaint and appeal form. Or, write to North Dakota Coalition for Homeless People, HMIS Grievance, 4023 State St, Suite 40, Bismarck, ND 58503.

## Signed Consent

Each adult and unaccompanied youth must sign for him or herself. A parent/guardian should sign for children under 18.

For: \_\_\_\_\_  
Print First and Last Name – use back of page for children's names & birth dates \_\_\_\_\_  
Date of birth

My signature shows that I permit you to enter my personal information into North Dakota's HMIS.  
(You do not have to sign this form to receive services from this agency.)

\_\_\_\_\_  
SIGNATURE OF CLIENT OR GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Date