

APPENDIX Q

AL-501 CoC Outreach Privacy Notice

Our homeless outreach team collects information about the people experiencing homelessness in our community. When we meet with you, we will ask you information about yourself and your family, and we will put the information into a computer system called PromisSE (or "HMIS"). The information that we collect allows us to work with other agencies to help you, to coordinate your case management, to create de-identified reports about homelessness in our community, and to reduce the number of times that you have to re-tell your story or re-give your information.

We may be required to collect some personal information by law or by organizations that give us money to operate our homelessness assistance programs. Other personal information that we collect is important to run our programs, to improve services for homeless and/ or at-risk persons, and to better understand the needs of homeless and/ or at-risk persons. We only collect information that we consider to be appropriate.

The collection and use of all personal information is guided by strict standards of confidentiality. A copy of our Privacy Notice to Clients and our Privacy Policy, which describe our full privacy practices, are available to you upon request.

You have the right to ask us not to enter your information into HMIS, and we will never deny you services because you did not share your information. Our outreach team will only enter your basic information into HMIS if you give us verbal consent. Basic Information includes the following: name, date of birth, social security number, program enrollments, case manager(s), military background (veteran status) and photo.