

MSCCoC_MIS Privacy Posting/Notice
MEMPHIS/SHELBY COUNTY MANAGEMENT INFORMATION SYSTEM



**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.

- The **Memphis/Shelby County Management Information System (MSCCoC_MIS)** is a computerized record-keeping system that captures information about people experiencing homelessness, including their service needs. _____
_____ have decided to use the MIS as its data management tool.
- 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 by law, or by organizations that give us money to operate our programs.
- Other personal information we collect is important to run our programs. It also helps us to better understand the needs of persons who are homeless and to improve services for them.
- Your participation in this program is voluntary. If you choose not to participate, that will in no way affect the services you receive.
- The MIS is beneficial to you because you will not have to supply all your personal information again when you go to another agency for services. With your written consent, we can share your personal information with another collaborating agency.
- You can choose to share all or part of your personal information, including: demographic, housing, employment, military, legal, service needs, goals, and outcomes.
- No medical, mental health or substance abuse history will be shared unless you provide express written consent.
- With your written consent, your information will be shared electronically via a secure, encrypted, web-based system with the agencies of your choice.
- The information you share with another agency will be used to access services for you. Your written consent to share information is effective for the period of time designated.
- You can choose to have any information you have shared deleted from the system at any time. You can also ask to see a document which lists the persons who have viewed or updated your client record.
- You can have any written consent revoked at any time.
- For the purposes of reporting requirements and advocacy, your information will be used without revealing your name or other information which would identify you.
- _____ has an interagency agreement with other agencies regarding shared clients. All agencies using MIS are required to have security procedures in place regarding the protection and sharing of client data.