



# MSCCoC\_MIS PRIVACY NOTICE

## HOMELESS MANAGEMENT INFORMATION SYSTEM

### PLEASE READ CAREFULLY

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAYBE DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.



- The Memphis/Shelby County Homeless Management Information System (MSCCoC\_MIS) is a computerized record-keeping system that captures information about people experiencing homelessness, including their service needs. We have decided to use the MSCCoC\_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 MSCCoC\_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