

Montgomery County, Maryland Homeless Continuum of Care, Homeless Management Information System (HMIS) Privacy Act Statement

AUTHORITY: This statement is provided pursuant to the Privacy Act (Public Law 93-579). Our authority to collect this information is Code of Maryland Regulations (COMAR), Article 88A, 131-137, Annotated Code of Maryland, and HUD Supportive Housing Program (24 CFR, Part 583).

PRINCIPAL PURPOSE: Authorized personnel from the Montgomery County Department of Health and Human Services (MCDHHS) and our Provider Agencies collect personal information about our customers in order to provide, coordinate or locate services or programs that might be able to assist them. Information is also collected when required by federal, state or local laws or by organizations that fund the operation of the program or to comply with governmental reporting obligations.

DISCLOSURE: The HMIS is a shared human services database. This database allows authorized personnel to input, track, report, and share information concerning their customers with other authorized personnel at homeless and human service provider agencies. The collected information may also be disclosed to law enforcement agencies as required by law.

CONSENT: When a customer seeks assistance from, and discloses personal and private information to MCDHHS, or one of our Provider Agencies, the staff can infer or assume that the customer has consented to the collection of their personal information and to all HMIS processing activities. The customer will be asked to sign an Authorization to Share Information that gives informed consent to having the customer's information be placed into the HMIS and shared with the Provider Agencies.

RIGHTS: Upon request a customer may examine or obtain a copy of, or ask to have any information changed within the HMIS. If their request to have information changed is denied they have the right to appeal. Customers also have the right to ask, question or complain about the MCDHHS privacy policy or practices. MCDHHS has the right to amend the Privacy Notice and change our policy or practices at any time.

SECURITY: To ensure the privacy of our customers, we employ adequate and effective security controls to protect the confidentiality, availability, and integrity of all systems and data, including all data shared with other organizations. We comply with all applicable federal and state laws regarding protection of customer privacy. Specifically with confidentiality regulations contained in: Code of Federal Regulations, 42 CFR Part 2, health insurance Portability and Accountability Act of 1996, 45 CFR, Parts 160 and 164, Code of Maryland Regulations, and HMIS policies and procedures.