

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU IS COLLECTED, USED, AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ IT CAREFULLY.



Kentucky Homeless Management Information System (KYHMIS) Privacy Notice

This Agency collects personal information about individuals who access our homeless services in a computer system called the Kentucky Homeless Management Information System (KYHMIS). Some information we collect is required by organizations that fund our program. Other information we may collect is useful to our program operations and helps us provide better service to our clients.

We only collect information we consider appropriate, and any data we collect will be stored in a secure central KYHMIS database. You have a right to access any information collected about you. Data about you may be used or disclosed for the following purposes:

- To provide or coordinate services to you
- As needed to receive payment or reimbursement for services provided to you
- To carry out administrative functions of this Agency, including but not limited to legal, audit, personnel, oversight and management functions
- For creating de-identified data from Personally Identifiable Information (PII)
- For uses and disclosures required by law
- As required to avert a serious threat to health or safety
- Uses and disclosures about victims of abuse, neglect, or domestic violence
- Uses and disclosures for research purposes
- Uses and disclosures for law enforcement purposes
- As required to show Agency compliance with KYHMIS privacy and security standards

Data is shared with other agencies participating in KYHMIS, all of whom are bound by confidentiality and privacy agreements, to prevent duplicative intake processes and to make accessing services easier and quicker for you. The information that may be shared includes client and household information.

We also use and disclose collective information for a variety of reports on the population and services needed by homeless individuals. Information that could be used to tell who you are is not to be included in these reports, and we do not disclose your personal information to any national databases.

We are required to follow the privacy practices described in this Notice as well as the rules set forth in the KYHMIS Privacy Policy. Kentucky Housing Corporation, the administrator of KYHMIS, reserves the right to change the privacy practices and the terms of this Notice at any time and amendments may affect information obtained before the date of the change. An amendment to this notice regarding use or disclosure will be effective with respect to information processed before the amendment, unless otherwise stated. You may request a copy of the notices from any KYHMIS participating agency.

When you seek services from any agency who participates in KYHMIS, it is assumed that you are consenting to your information being stored in KYHMIS. You have the right to explicitly refuse the collection and/or sharing of this information, and agencies are not permitted to deny you services for this reason. However, your refusal may negatively impact the ability of the agency or other participating agencies to meet your needs or qualify you for other services. If you wish to not share your information with other agencies, you are asked to notify your case manager using the Client Release of Information Form. You have the right to rescind your consent at any time.

PRIVACY POLICY

A copy of the complete Kentucky Homeless Management Information System (KYHMIS) Privacy Policy is available upon request. Requests can be directed to this Agency or made to the KYHMIS Office at:

Kentucky Homeless Management Information System
Kentucky Housing Corporation
1231 Louisville Road, Frankfort, Kentucky 40601
Phone (800) 633-8896 or (502) 564-7630 / FAX (502) 564-5650
Web Request: <http://kyhmis.zendesk.com>