



## TaskForce for Ending Homelessness Client Privacy Notice

### Our Commitment to Your Privacy

At TaskForce for Ending Homelessness, we are committed to protecting your privacy and the confidentiality of your personal information. This Privacy Notice explains how we collect, use, share, and protect the personal information we gather as part of providing housing and supportive services.

We participate in the **Homeless Management Information System (HMIS)**, a shared database that helps organizations coordinate care and improve services for people experiencing homelessness.

### What Information We Collect

We may collect the following types of information:

- **Personal identifying information:** Name, date of birth, Social Security number, gender, race, and contact details
- **Demographic information:** Veteran status, disability status, household size, income, employment
- **Housing and service needs:** Housing status, services received, barriers to housing
- **Health and safety-related information:** Mental and physical health status, substance use (only when necessary and permitted by law)

### How We Use Your Information

Your information is used to:

- Provide you with appropriate services
- Coordinate care with other agencies (if you give consent)
- Assess community needs and improve services
- Comply with reporting requirements to funders and government agencies (using de-identified data)

### Who We Share Information With

We may share your information with:

- Other agencies in the HMIS network, only **with your written consent**
- Government funders and auditors, using **non-identifiable** data
- In cases required by law, such as threats to safety or court orders

We will **never sell** your information or use it for marketing purposes.

## **Your Rights as a Client**

As a client, you have the right to:

- **See a copy of your HMIS record**
- **Request corrections** to incorrect information
- **Refuse to share information** with other agencies
- **Revoke your consent** at any time
- **File a grievance or privacy complaint** without penalty

## **How We Protect Your Information**

We use strict security measures to protect your data, including:

- Password-protected systems
- Staff training on confidentiality and privacy
- Limiting access to only authorized personnel

## **Contact Us**

If you have questions about your privacy or want to exercise your rights, please contact:

### **TaskForce for Ending Homelessness**

Privacy Officer: Jacob Torner

Email: [jacob.torner@taskforcefl.org](mailto:jacob.torner@taskforcefl.org)

### **Client Acknowledgment (Optional):**

I have received and reviewed the Client Privacy Notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_