**Collection of Personal Information**

Personal information will be collected for AKHMIS only when it is needed to provide services, when it is needed for another specific purpose of the agency where a client is receiving services, or when it is required by law. Personal information may be collected for these purposes:

• To provide or coordinate services for clients

• To find projects that may provide additional assistance to clients

• To comply with government and grant reporting obligations

• To assess the state of homelessness in the community, and to assess the condition and availability of affordable housing to better target services and resources.

Only lawful and fair means are used to collect personal information.

Personal information is collected with the knowledge and consent of clients. It is assumed that clients consent to the collection of their personal information as described in this notice when they seek assistance from an agency using AKHMIS and provide the agency with their personal information.

If Fairbanks Housing & Homeless Coalition (FHHC) reasonably believes that a client is a victim of abuse, neglect, or domestic violence, or if a client reports that he / she is a victim of abuse, neglect, or domestic violence, explicit permission is required to enter and share the client’s information in AKHMIS.

Personal information may also be collected from:

• Additional individuals seeking services with a client

• Other private organizations that provide services and participate in AKHMIS

Upon request, clients must be able to access the Use and Disclosure of Personal Information policy found below.

**Use and Disclosure of Personal Information**

These policies explain why an agency collects personal information from clients. Personal information may be used or disclosed for activities described in this part of the notice. Client consent to the use or disclosure of personal information for the purposes described in this notice, and for reasons that are compatible with purposes described in this notice but not listed, is assumed. Clients must give consent before their personal information is used or disclosed for any purpose not described here.

Personal information may be used or disclosed for the following purposes:

1. To provide or coordinate services to individuals. Client records are shared with other organizations that may have separate privacy policies and that may allow different uses and disclosures of the information. If clients access services at one of these other organizations, they will be notified of the agency’s privacy and sharing policy. {OPTIONAL}

2. Sharing of data input and generated by HMIS shall be limited outside of the system to the greatest extent possible. If there is a need to share or reference a HMIS file, only the client file number may be shared via email.

3. To carry out administrative functions such as legal audits, personnel, oversight, and management functions.

4. For research and statistical purposes. Personal information released for research and statistical purposes will be anonymous.

5. For academic research conducted by an individual or institution that has a formal relationship with the Institute for Community Alliances. The research must be conducted by an individual employed by or affiliated with the organization or institution. All research projects must be conducted under a written research agreement approved in writing by the designated agency administrator or executive director. The written research agreement must:

• Establish the rules and limitations for processing personal information, and provide security for personal information in the course of the research.

• Provide for the return or proper disposal of all personal information at the conclusion of the research.

• Restrict additional use or disclosure of personal information, except where required by law.

• Require that the recipient of the personal information formally agree to comply with all terms and conditions of the written research agreement

• Be substituted, when appropriate, by Institutional Review Board, Privacy Board, or other applicable human subjects’ protection institution approval.

6. When required by law. Personal information will be released to the extent that use or disclosure complies with the requirements of the law.

7. To avert a serious threat to health or safety if:

• the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public

• the use or disclosure is made to a person reasonably able to prevent or lessen the threat, including the target of the threat

8. To report to a governmental authority (including a social service or protective services agency) authorized by law to receive reports of abuse, neglect or domestic violence, information about an individual reasonably believed to be a victim of abuse, neglect, or domestic violence. When the personal information of a victim of abuse, neglect, or domestic violence is disclosed, the individual whose information has been released will promptly be informed, except if:

• it is believed that informing the individual would place the individual at risk of serious harm, or • a personal representative (such as a family member or friend) who is responsible for the abuse, neglect, or other injury is the individual who would be informed, and it is believed that informing the personal representative would not be in the best interest of the individual as determined in the exercise of professional judgment.

9. For a law enforcement purpose (if consistent with applicable law and standards of ethical conduct) under any of these circumstances:

• In response to a lawful court order, court-ordered warrant, subpoena, or summons issued by a judicial officer or a grand jury subpoena, if the court ordered disclosure goes through the Institute for Community Alliances and is reviewed by the Executive Director for any additional action or comment.

• If the law enforcement official makes a written request for personal information. The written request must meet the following requirements: i. Be signed by a supervisory official of the law enforcement agency seeking the personal information. ii. State how the information is relevant and material to a legitimate law enforcement investigation. iii. Identify the personal information sought. iv. Be specific and limited in scope to the purpose for which the information is sought, and v. Be approved for release by the Institute for Community Alliances legal counsel after a review period of seven to fourteen days.

• If it is believed that the personal information constitutes evidence of criminal conduct that occurred at the agency where the client receives services.

• If the official is an authorized federal official seeking personal information for the provision of protective services to the President or other persons authorized by 18 U.S.C. 3056, or to a foreign heads of state or other persons authorized by 22 U.S.C. 2709(a)(3), or for the conduct of investigations authorized by 18 U.S.C. 871 (threats against the President and others), and the information requested is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought.

10. For law enforcement or another public official authorized to receive a client’s personal information to conduct an immediate enforcement activity that depends upon the disclosure. Personal information may be disclosed when a client is incapacitated and unable to agree to the disclosure if waiting until the individual is able to agree to the disclosure would materially and adversely affect the enforcement activity. In this case, the disclosure will only be made if it is not intended to be used against the individual.

11. To comply with government reporting obligations for homeless management information systems and for oversight of compliance with homeless management information system requirements.