Idaho CMIS Privacy Notice

Agency Name: Safe Passage
Address: 850 N 4th Street
Coeur d'Alene, Idaho 83814
Phone: 208-664-9303

Programs: ESG - Safe Shelter Services
Creating Chnage - CoC - Rapid Rehousing

Dated: July 17, 2018

Idaho Housing and Finance Association
www.ihfa.org

This Agency participates in the Idaho Community Management Information System (CMIS)

This notice briefly describes how we may use and disclose information we have about you and how you can access that information.

Scope	This statement applies to Idaho CMIS, the Affiliated Service Providers having an agreement to access this CMIS, as well as Idaho Housing and Finance Association (IHFA). CMIS is a human services database that keeps track of the clients we serve and the services that we provide. We collect information that we consider to be appropriate or as defined in the 2014 HMIS Data Standards V5.1.
Uses and Disclosures	▪ Information you provide will be entered into the Idaho CMIS network system. ▪ Information you provide will be used for administrative and operational purposes to improve, provide and coordinate services that can be offered you. ▪ Information you provide will be used for functions related to payment or reimbursement for services. ▪ Information you provide will be used to monitor program effectiveness. ▪ Information you provide will be used to prepare reports and statistical information without Protected Personal Information. ▪ Information you provide concerning physical or mental health problems will not be shared with anyone other than the CMIS System Administrator, the COC System Administrator, or this Service Provider, unless authorized by you. ▪ Protected Personal Information will not be disclosed to any third-party. ▪ Protected Personal Information will not be disclosed to any State or Federal Agency except as required by law; or to avoid a serious threat to health or safety. ▪ Failure to provide the requested information may limit the Service Provider's ability to provide services or refer you to other necessary services.
Your Rights	▪ Determine the level of disclosure of your information; You have the right to have your information entered anonymously. ▪ Are entitled to a copy of this notice. ▪ May request information on your records, profile and services information contained in the Idaho CMIS database. ▪ Are allowed to view your record, have corrections made to your record, and file grievances if necessary.
Other Important Information	**For more information contact the Idaho CMIS System Administrator.** We reserve the right to change this notice at any time. This notice is not a legal contract. We accept and consider all questions or complaints regarding CMIS Idaho IHFA understands and abides by the **Violence Against Women Act (VAWA) Section 3 and Family Violence Prevention Service Act (FVPSA) confidentiality provisions to protect victim information,** which prohibits sharing personally identifying information about victims without informed, written, reasonably time-limited consent.
How To Reach Us	**CMIS Security & Compliance Coordinator** **Alicia Clegg** Idaho Housing and Finance Association 208-424-7030 Toll Free 1-877-447-2687 Fax 208-331-4808 cmis@ihfa.org