

Required Elements of Agency's/Organization's Privacy Policy

Content of Notice

The HMIS user or developer must provide a notice that is written in plain language and that contains the elements required by this section. These elements are not exclusive, and either oral or written notice may inform the individual of the uses of information that may help provide service or otherwise benefit the individual.

- The following statement as a header or otherwise must be prominently displayed: “THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.”
- A description of each of the purposes for which the HMIS user or developer is permitted or required by this notice to use or disclose protected personal information without the individual's written consent or authorization. These include administrative, programmatic, and academic research purposes.
- If a use or disclosure is prohibited or materially limited by other applicable law, the description of such use or disclosure must reflect the more stringent law.
- A statement that other uses and disclosures will be made only with the individual's written authorization and that the individual may revoke such authorization.
- A statement of the individual's rights with respect to protected personal information and a brief description of how the individual may exercise these rights.
- A statement that the HMIS user or developer is required by law to maintain the privacy of protected personal information and to provide individuals with notice of its legal duties and privacy practices with respect to protected personal information.
- A statement that the HMIS user or developer is required to abide by the terms of the notice currently in effect.
- A statement that reserves the right to change the terms of this notice and to make the new notice provisions effective for all protected personal information

that it maintains. The statement must also describe how it will attempt to provide individuals with a revised notice.

- A statement that individuals may complain to the HMIS user or developer if they believe their privacy rights have been violated.
- A brief description of how the individual may file a complaint with the HMIS user or developer.
- A statement that the individual will not be retaliated against for filing a complaint.
- The name, or title, and telephone number of a person or office to contact for further information.
- The date on which the notice is first in effect, which may not be earlier than the date on which the notice is printed or otherwise published.