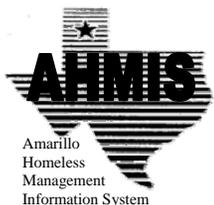


# Amarillo HMIS Client Privacy Rights



**Amarillo Homeless Management System**  
(AHMIS)



**[Agency Name]** [Agency Logo]  
(HMIS Participating Agency)

This notice describes how HMIS Participating agencies will use and protect the information about you that they put into the Amarillo HMIS computer system, and your rights to decide with whom they can share your information.

<b>HMIS PARTICIPANT USE OF YOUR INFORMATION</b>	<ul style="list-style-type: none"> <li>Information you provide to this agency will be entered into the Amarillo HMIS computer system, unless you tell them you do not want it to be.</li> <li>You will receive the same services, whether or not you allow your personal information to be entered into the Amarillo HMIS.</li> <li>Your personal information that is in the system will not be shared with any other people or organizations, even other AHMIS Participating Agencies, unless you say it can be.</li> <li>Your personal information that is in the system will not be shared with any government agencies except as required by law.</li> <li>Information in the AHMIS is used to improve services to clients.</li> </ul>	
<b>YOUR RIGHTS &amp; CHOICES</b>	<ul style="list-style-type: none"> <li>You have the right to refuse to provide personal information, or to stop this agency from entering your personal information into the AHMIS computer system.</li> <li>You have the right to decide what personal information can be shared about you in the Amarillo HMIS, and with whom it can be shared.</li> <li>You have the right to change your mind about your personal information this agency has in the system, what types of information about you they can share, and with whom they can share it. You must notify this agency in writing if you change your mind.</li> </ul>	
<b>Grievance Process</b>	<ul style="list-style-type: none"> <li>If you feel any of your rights have not been protected you are encouraged to first contact the Agency to try and resolve the issue.</li> <li>If you do not wish to contact the agency, you may contact the System Administrator listed below.</li> </ul>	
<b>CONTACT INFO</b>	<p><b>Amarillo HMIS System Administrator</b> 509 E 7<sup>th</sup> Ave., Room 104 PO Box 1971, Amarillo, TX 79105-1971 (806) 378-3023 todd.steelman@ci.amarillo.tx.us</p>	<p><b>[Agency Name]</b> [Agency Address] [Agency phone] [Agency email] [Agency website]</p>

