Homeless Data Integration Project (HDIP)
Client Privacy Notice

ABOUT YOUR INFORMATION: **USES** **RISKS** **PROTECTIONS**	**General:** ● Information you provide to this agency will be entered into the Homeless Data Integration Project (HDIP) online data warehouse administered by the Virginia Department of Housing and Community Development (DHCD). Your data will first be entered into this agency's Homeless Management Information System (per HMIS Privacy Notice) and then, uploaded into the HDIP. ● The HDIP is a statewide database. Your personal information in the HDIP may be shared with other organizations outside your Continuum of Care (CoC) where you receive or have received services to coordinate your services. If you do not wish to share your personal identifying information (PII) (any information that identifies you, such as name, birthday, and social security number) you may request that it be marked as confidential. Confidential information will not be shared with any organization outside the current Continuum of Care (CoC), where you are receiving services without a signed Release of Information (RoI). ● Data Matching: Data that is not marked as confidential may be shared for data matching purposes. This data will be matched to improve service coordination and may be matched with other state systems to include but not limited to the Virginia Department of Medical Assistance Services, Department of Behavioral Health and Developmental Services, Department of Social Services, and Health Department in order to match you with the services you have received or may be eligible for from these other organizations. ○ If you allow your information to be shared, those serving you will be able to: • Identify and connect you to programs, services or resources that could benefit your health and wellbeing. • Better coordinate your care. • Improve the quality of services. ● With applicable business associate agreements and releases of information, the Health Insurance Portability and Accountability Act (HIPAA) rules and

	regulations allow DHCD designated staff to coordinate with CoCs/LPGs to share Protected Health Information (PHI) data for coordination purposes. ● Personal information can be collected directly from you for reasons that are discussed in this privacy statement. Personal Information may be required to be collected by law or by organizations that fund these programs. Other personal information collected may be important to run programs, improve services for persons experiencing homelessness, and better understand the needs of this population. ● You will receive the same services whether or not you allow your personal information to be shared. **Data Usage:** ● Information in the HDIP will be used to provide or coordinate your services; for functions related to payment of reimbursement for services; to carry our administrative functions, including but not limited to legal, audit, personnel, oversight, and management functions; and for creating aggregate data from PII. ● Without a Release of Information, your PII in the HDIP may only be shared with DHCD for the purposes listed above. A Release of Information will be required for DHCD to use this data for any other purposes of gaining access to PII or PHI, if applicable. ● PII will be kept in the HDIP Database for a minimum of ten years. **Data Protection and Risks:** ● Your data is protected by legal agreements signed by users of the HDIP and by electronic encryption of your personal information. ● Per Homeless Management Information System (HMIS) regulation, information may also be disclosed to avert serious threats to health or safety; to provide evidence of abuse/neglect, or domestic violence; for research purposes; and for law enforcement purposes. ● The most careful measures are taken to protect the personal information uploaded to the HDIP. However, it may be possible that a person could access your information. **If you agree to have your HMIS data shared in the ways outlined, you will not need to do anything further.** **Questions?** ● You can contact the Department of Housing and Community Development at the number below if you have questions about the information collected in the HDIP and your rights regarding that information or if there is injury to you related to the collection of information in the HDIP.

<table>
<tr><td>YOUR RIGHTS & CHOICES</td><td colspan="2">Your Rights:
You have the right to decide whether personal information can be shared about you in the HDIP.
You have a right to request any and all information about yourself that is entered into the HDIP.
You have the right to determine who your service provider shares your personal information with and the personal information that is shared. At any time, you may have your information marked as confidential. You must notify your service provider in writing if you choose to do this. If needed, your service provider may document your verbal request in writing with your signature.
If you wish to exercise your right to not share your data (now or in the future) as described above, please complete the revocation form provided by your service provider.</td></tr>
<tr><td>CONTACT INFO</td><td>Department of Housing and Community Development

Homeless Data Integration Manager

600 E Main St., Suite 300, Richmond, VA 23219

804-731-7128

Andriea.ukrop@dhcd.virginia.gov

https://www.virginia.gov/agencies/department-of-housing-and-community-development/</td><td>The Planning Council

Julie Dixon

Vice President,

Community Planning &

Development

2551 Eltham Ave., Suite I

Norfolk, VA 23513

757-622-9268</td></tr>
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