



PRIVACY ACT NOTICE

This notice applies to the personal information of clients served through the Arizona Balance of State Continuum of Care Homeless Management Information System (AZ BOSCOH HMIS). Information that is collected or maintained by AZ BOSCOH HMIS is used to coordinate services to benefit individuals experiencing homelessness.

In relation to this information, the AZ BOSCOH HMIS:

- Collects personal information only when appropriate or required by funders;
- May use or disclose information in order to provide and/or coordinate services;
- May also use or disclose information to comply with legal requirements or other obligations as described in the Client Acknowledgement Form and/or Release of Information Form; and
- Assumes that, unless stated otherwise, persons applying for or receiving services agree to allow us to collect, use or disclose information as described in this notice.

Each person providing personal information can:

- Inspect his/her personal information that is maintained by the AZ BOSCOH HMIS;
- Ask us to correct inaccurate or incomplete information within the record;
- Ask about the AZ BOSCOH HMIS's privacy policy or practices;
- **Deny that their information be shared with other agencies;** and,
- File a grievance regarding the AZ BOSCOH HMIS's privacy policies and practices. The Arizona Department of Housing will respond to questions and complaints.