

## Notice of Uses and Disclosures

### Understanding KnoxHMIS and How Your Information Is Disclosed

What is KnoxHMIS? - A computer data collection system used by social service agencies in the greater Knoxville, TN area who provide housing and related services. KnoxHMIS is sponsored by the City of Knoxville, Knoxville-Knox County Coalition for the Homeless, Knox County, the Department of Housing and Urban Development, and The University of Tennessee. A list of agencies that partner with KnoxHMIS should be posted at the agency where you are now receiving services. The list of participating partners can also be found on our website at this link:

<https://knoxhmis.sworpswebapp.sworps.utk.edu/partners/>

**Your participation in data collection is voluntary**; it does not help or hinder your access to services, and greatly benefits our agencies effectiveness to help communicate and collaborate on providing care for you.

**Please note that this “Notice of Uses and Disclosures” may be updated** at any time and that updates to this “Notice” may affect prior information obtained by the KnoxHMIS partner organization(s) providing you services. In the case of an updated amendment to this “Notice,” information that you have agreed to share prior to the update may then become accessible and shared with other organizations to coordinate services to assist you.

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**You can give your agreement to share your** data through a KnoxHMIS “Client Consent/Release of Information.” This document should be available at the agency where you are receiving services and can also be obtained through our website at this link: [http://sworpswebapp.sworps.utk.edu/wp-content/uploads/2015/05/ClientConsentForm\\_10.1.2014.pdf](http://sworpswebapp.sworps.utk.edu/wp-content/uploads/2015/05/ClientConsentForm_10.1.2014.pdf)

Who your information may be disclosed to without written your consent:

- Others participating in Coordinated Housing Assessment Match Plan (CHAMP) in collaboration to provide services
- Authorized persons of agency staff for purposes related to providing services, billing, or funding purposes
- Auditors who review the work of the agency or review the information to provides services to the agency
- KnoxHMIS system administrators who may see your information during the process of fixing problem systems or to test the system
- Government or social service agencies authorized to receive reports of abuse, neglect, or domestic violence, to the extent that such reports are required by law
- People who are reasonably able to prevent or lessen a serious and imminent threat to health or safety of a person or the public
- A coroner or medical examiner or funeral director or carry out their duties
- Authorized federal officials for the conduct of national security or protection of certain officials
- Others to the extent that the state or local law requires release of information to law enforcement officials when requested

Data that does not identify you can be disclosed without your consent to:

- Staff from sponsoring organizations who have permission to do research or report on service effectiveness.

All other uses and disclosures of your information will be made only with your written consent. You may cancel or consent at any time.

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Your rights to your information:

- You have the right to receive a copy of your information maintained in KnoxHMIS
- You have the right to update inaccurate information
- You have the right to receive a list of people who have seen your data in the KnoxHMIS system within the past six years

If you believe that your privacy rights have been violated, you may send a written complaint to the Agency or The University of Tennessee College of Social Work, c/o Knoxville HMIS at 600 Henley Street, Suite 224, Knoxville, TN 37966