

## Notice of Privacy Practices

### [**Nombre de AGENCIA PARTICIPANTE**]

This notice describes how your protected information can be used, disclosed and how you can access it. Read carefully.

The information of your person compiled by (name of the participating agency), hereinafter referred to as: **Participating Agency** will be included in the Homeless Management Information Systems (HMIS) database, administered by **Project Enlace** of the **Coalición de San Juan, Inc.**, it may be used by the Participating Agency and the Coordinated System Derecho a Techo to:

- A. Determine eligibility for housing projects.
- B. Provide individual case management.
- C. Provide reports required by the COC or HUD on individuals or families receiving services from entities serving homeless within the COC geographical area.
- D. Identify service needs and plan for new services.
- E. Obtain resources and services among the authorized agencies that are part of Proyecto Enlace.
- F. For any other necessary purpose that the **Participating Agency** and the **Coordinated System** of Derecho a Techo, consider useful and necessary, as long as it is consistent with the applicable regulations, maintaining the privacy, confidentiality and security of such Information, either on paper or by electronic means.

Your personal information is part of your file that is under the control and custody of the **Participating Agency**; which is found on paper or electronic media. The information in this file is your property and it belongs exclusively to you.

#### **OTHER USES AND DISCLOSURES**

The **Participating Agency and the Coordinated System Derecho a Techo** are part and participate in Proyecto Enlace established by the Coalición de San Juan, Inc., to whom we provide and disclose electronically protected information in custody of **Proyecto Enlace** and integrate it with information received from other entities participating in the project. We shall, collect statistical data that will help to improve, expand and complement the services offered to homeless people.

**FAMILY, RELATED, FRIENDS, OTHERS:**

The **Participating Agency** and the **Coordinate System Derecho a Techo** must provide you with an authorization document where you can specify with whom or who may use and disclose your protected information to notify your family, related, friends or any other person responsible for their care & their general condition of health, their location or their death.

**YOUR PRIVACY RIGHTS:** You have the right to:

- Request that certain uses and disclosures of your information be restricted in the notification, consent and authorization document.
- Obtain a paper copy of the **Participating Agency's** privacy practices policy and the **Coordinated System Derecho a Techo**, if you request it.
- Inspect your personal information that the **Participating Agency** and the **Coordinate System Derecho a Techo** keep on you in any file.
- Request in writing that the information be amended in your file in the custody of the **Participating Agency** and the **Coordinated System Derecho a Techo**, whether on paper or in electronic media. The **Participating Agency** or the **Coordinated System Derecho a Techo** cannot deny your application, and will have to continue to service you.
- Submit a written or verbal complaint to the **Participating Agency**, the **Coordinated System** and/or the **Proyecto Enlace** in case of violation of your privacy without retaliation against you.
  - **Participating Agency** – refers to the address established by the agency.
  - **Proyecto Enlace** -- Coalición de San Juan, Inc. Corporate Office Park #36, Carr. 20, ASG Building, Suite 302, Barrio Monacillos, KM 2.2 San Juan PR 00966 o al PO Box 194590, San Juan, PR 00919-4590. Tel. 787-294-5836.
  - **Coordinate System** -- Calle Georgetti #68, San Juan, Puerto Rico, 00927.
- File a lawsuit in the Continuum of Care (CoC) if you understand that you have been discriminated against to receive services without retaliation against you, through the collaborating agency at PO Box 11398, San Juan, Puerto Rico, 00910.

**OBLIGATIONS OF THE PARTICIPATING AGENCY**

Maintain the privacy, confidentiality and security of the participant's information, whether on paper, verbal or electronic media.

The COC reserves the right to change its Rules and Practices on the Privacy, Confidentiality and Security of the participants ' information, provided that this new policy does not violate the participant's rights or prior consent. Any changes to the privacy rules and practices will apply prospectively.