



**THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU  
MAY BE USED AND DISCLOSED AND  
HOW YOU CAN GET ACCESS TO THIS INFORMATION.**

**PLEASE READ IT CAREFULLY.**

**Effective Date: February 8, 2006**

**Our Duty to Safeguard Your Protected Information**

**The Action Center** will collect information about you and your family to provide you services. We ask your permission to use this information in a study by the Colorado Homeless Management Information System (Colorado HMIS). We are required to protect the privacy of your identifying information. We must give you notice about how, when, and why we may use or disclose any information you share with us. We are also required to follow the privacy practices described in this Notice, although **the Action Center reserves the right to change our privacy practices and the terms of this Notice at any time.** You may request a copy of this notice from any participating **Colorado HMIS Agency.**

**How We May Use and Disclose Your Information**

Data collected is used and disclosed for reporting on homelessness and services needed by those who are homeless or at-risk. Information that could be used to tell who you are will never be used for these reports. We will not turn your information over to a national database. We must have your consent to use or disclose your information beyond these purposes unless the law permits or requires us to make the use or disclosure without your permission.

**Your Rights Regarding Your Information**

- You have the right to get services even if you choose **NOT** to participate in the study.
- You have the right to ask for information about who has seen your information.
- You have the right to see your information and change it if it isn't correct.
- You have the right to change your mind at any time regarding participation in the study.