

HMIS Privacy Policies

Every staff member must observe these rules in order to protect client's privacy:

- **Never let a client may use a computer that has HMIS files on it.**
- **Never let (or ask) a client to assist in HMIS data entry in any way.**
- **Never let (or ask) a client to help, fix, or prepare any computer or network that has HMIS files on it.**
- **All paper HMIS data must be stored in locked file cabinets**
- **All client HMIS files stored on a computer must require a password to open.**
- **Never email an HMIS worksheet to anyone – email is not safe (FAXING an HMIS worksheet is okay if the recipient is expecting it.)**
- **When a computer is replaced, the hard drive must be “wiped” before being thrown away or given away. Likewise, any “Backup disks” should be wiped before being thrown away or given away.**
- **All computers must have virus protection, set to update automatically.**
- **All computers must have a back-up system that makes a copy of all your work, so that data is not lost.**
- **The persons hired to handle your technology should be told to call HousingWorks at: 617-504-0577 WHENEVER a change is made to the agency firewall, Adobe Acrobat, MS Access.**