

HMIS PRIVACY DO'S & DON'TS

DO:

- ➔ Lock your computer and log out of HMIS when leaving your workstation for any amount of time
- ➔ Dispose of confidential client information by shredding any printed documents when they are no longer needed
- ➔ Regularly empty the "Downloads" folder on your computer to ensure that any locally saved documents are removed
- ➔ Password protect/encrypt any files/spreadsheets that contain personally identifying client information
- ➔ Change your computer and HMIS password at regular intervals
- ➔ Only use client ID numbers when communicating with other staff/agencies via text or email
- ➔ Familiarize yourself with your agency's security and breach policy
- ➔ Remove any secure files/spreadsheets that are stored on removable media (USB sticks, external drives, etc.) as soon as possible

DO NOT:

- ✗ Use any personally identifying client information when communicating with other staff/agencies via text or email
- ✗ Leave confidential documents laying around in plain view for everyone to see
- ✗ Send unsecure/unencrypted files/spreadsheets containing personally identifying client information via email
- ✗ Share your HMIS username and/or password
- ✗ Disclose confidential client information except as required by law, as authorized by FOIP, or when client consent has been obtained
- ✗ Access the HMIS from a computer that is on an unsecure network (a network that requires no password to connect, i.e. Tim Horton's, McDonald's, etc.)
- ✗ Leave your workstation unattended without logging out of the HMIS system and locking the computer
- ✗ Use removable media (USB sticks, external drives, etc.) to store/transport/share files containing personally identifying client information unless those files are encrypted/password protected
- ✗ Store files containing personal identifying client information on removable media (USB sticks, external drives, etc.) for long periods of time



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Remember that ensuring that client information is protected and secure is everyone's responsibility.