

## Client HIFIS Consent to Collect and Release Information

This partner agency is part of the Regional Municipality of Durham shared Homeless Individuals and Families Information System (HIFIS) System. HIFIS is a secure system that uses computers to collect and share information in order to help provide services to people who are experiencing homelessness and housing instability. The HIFIS system is shared between the Region of Durham and its community partners. For a full list of community partners, please contact Housing Services at 905-668-7711.

To help you access the supports you need, it may be important for relevant information to be shared among the partner agencies. As you receive services, personal information will be collected about your housing and support needs, the services you receive and the outcomes of those services.

Only information related to obtaining and maintaining your housing will be collected and seen by partner agencies. This partner agency will collect, store and disclose the following information about you to other partner agencies:

- full name
- contact information
- date of birth
- educational history
- marital, family status, and history
- current income and assets
- employment status, history
- housing history
- service history (including services and programs accessed or applied for)

HIFIS information hosted by the Region of Durham may be shared with other service providers for the purposes of:

- (a) managing and administering housing and homelessness services and programs now and in the future;
- (b) verifying eligibility for housing and homelessness services funded by applicable municipal and/or provincial social programs;
- (c) supporting and evaluating funded programs, and reporting to provincial and federal funding bodies using aggregate/non-identifying data.

### **What this means for you**

We use your information to help you access services that may help you. We also use your information to manage and improve our programs and services. Lastly, we use this information to report back to the province and federal government using information that does not personally identify you.

If you require this information in an accessible format, please contact 1-800-372-1102 ext. 2463.

You have the right to see your HIFIS record, ask for changes, and to have a copy of your record from this agency upon written request. You may revoke your consent in writing at any time.

**Once signed, this consent form will be valid for the period of 24 months. By signing below, I acknowledge that I have read this consent form and understand and agree with its contents.**

**Applicant's Name** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Co-Applicant's Name** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Dependant(s) (18 years and older)**

**Name** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Name** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Name** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

- Client(s) could not / would not sign form.
- Form contents and MFIPPA/HSA Collection Statement (below) read orally to Client(s).

Witness: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Staff Person dd / mm /yyyy

The collection, storage and protection of personal information is governed by the Housing Services Act, 2011, Municipal Freedom of Information and Protection of Privacy Act, the Personal Information Protection and Electronic Documents Act and the Personal Health Information Protection Act, 2004. Partner agencies are bound by either one or all legislation. Personal Information may also be used by authorized staff at the Regional Municipality of Durham in its role as HIFIS Database Host for the purposes of administering and maintaining the database on which the Personal Information is kept. For more information please contact the Director of Housing Services, Region of Durham at 605 Rossland Rd E, Whitby ON, L1N 6A3 or 905-668-7711 or 1-800-372-1102

**The information and privacy commissioner of Ontario oversees the administration of privacy legislation in the public sector and can be reached at:**

Office of the Information and Privacy Commissioner

2 Bloor Street East, Suite 1400  
Toronto, ON M4W 1A8

Toronto Area: 416-326-3333  
Toll Free: 1-800-387-0073  
TDD/TTY: 416-325-7539  
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