

HMIS TERMS OF USE

A fully executed Data Sharing Agreement (DSA) will be required for all research and evaluation projects and will be required to comply with all applicable laws and regulations, including the provisions contained in the current Department of Housing and Urban Development HMIS Data and Technical Standards.

- **Authorized Use:** Once the data request is approved, the entity shall use the data only for the purposes contemplated in the request form and executed DSA. The entity must ensure proper access to the data in a manner that is compliant with all applicable federal and state laws;
- **Prohibited Use:** HMIS data cannot/should not be requested, disclosed or released under these circumstances: (1) the information may cause harm to an individual within HMIS; (2) where the sole intent of the data is to harm a single organization; and (3) it does not comply with any of the approved purposes listed above:
- **Termination of Access and Destruction of Data:** Upon termination of the DSA or the project the entity shall cease using and destroy any physical and electronic copies of the data that it or they have created within (5) business days of such termination or expiration. Such destruction of the physical and electronic copies shall be in a manner that ensures that the data is rendered unintelligible and unrecoverable to the extent feasible. Compliance with this section shall be certified in writing by the applicable entity, if requested by the HMIS Lead;
- **Unauthorized Access:** If an Entity has knowledge of any unauthorized access and/or use of share Data, it shall:(a) notify the HMIS Lead immediately (which in no event shall be longer than twelve (12) hours from the time the Entity becomes aware of the unauthorized access and use); (b) take prompt and appropriate action to prevent further unauthorized access or use; (c) cooperate with the HMIS Lead and any government authorities with respect to the investigation and mitigation of any such unauthorized access and use; and (d) take such other actions as HMIS Lead may reasonably direct to remedy such unauthorized access and use, including, if required under any federal or state law, providing notification to the affected Clients.

The HMIS Lead reserves the right to amend this document at any time. We will maintain a record of the changes made as an amendment and post new versions on the website.