

# ***The Homelessness Information Partnership Saint John (HIPSJ)***

## ***HIFIS Confidentiality and User Agreement***

*This agreement is to be reviewed and completed by all prospective HIFIS 4 users prior to receiving their HIFIS username and password.*

*The Homelessness Information Partnership Saint John (HIPSJ) is a group of organizations working together to help individuals and families end their experience of homelessness. HIFIS is a database used to collect, share and report on Client/Participant information. This User Agreement sets a standard for my access to and use of HIFIS.*

I am a representative of \_\_\_\_\_ . By signing this agreement, I understand that I am granted access to HIFIS to be used exclusively in the work I undertake for this organization.

In recognition of the confidential and privileged information contained in HIFIS, I understand and agree to the following:

- I will access HIFIS only in the normal course of fulfilling my duties at the organization listed above.
- If I am a representative at more than one organization in the HIPSJ, and I am working a shift at one of these organizations, I will only log in as that Service Provider for the duration of my shift.
- I will only access those Clients/Participants in HIFIS that I am currently working with.
- I will treat all client/participant information as confidential and will only engage in discussion or review of such information as required in the course of my duties at the organization listed above.
- I will not release or share Client/Participant information to anyone other than to persons who are authorized to receive the information.
- I will not allow or facilitate access to HIFIS by any unauthorized personnel.
- I will use HIFIS, and collect, use and disclose Client/Participant information only in accordance with the policies and procedures provided to me by the organization listed above.
- I will take reasonable precautions regarding the protection of Client/Participant information. This includes the following:
  - I will protect my HIFIS login password;
  - I will not share my HIFIS login password; and
  - I will not leave Client/Participant information unattended on my computer screen, at any time
- I am responsible for any information or records that are entered or deleted in HIFIS using my User ID and password.
- If I suspect a security breach in HIFIS, including unauthorized access to HIFIS, or the possibility that my password may have been compromised, I will immediately notify my manager.

- If I suspect that data that has been entered is incorrect, duplicated, or subject to some other error, I will notify my manager.
- I will immediately cease access to HIFIS if directed to do so.
- I understand that my password will be revoked without further notice to me if I do not adhere to and comply with this Confidentiality and User Agreement.

Name:

Signature:

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Position/Job Title:

Date:

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Organization:

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Senior  
Manager/Director

Name:

Signature:

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Position/Job Title:

Date:

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Organization:

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