

Durham Region Housing and Homelessness Information System

Consent to Share Personal & Health Information on the Homeless Individuals and Families Information System (HIFIS)

This partner agency is part of the Regional Municipality of Durham Shared Homeless Individuals and Families Information System (HIFIS).

What is HIFIS

Organizations in Durham Region are using a shared computer system called HIFIS. This system securely stores your personal and health information.

To help you access the supports you need, it may be important for relevant information to be shared among the partner agencies. With your permissions, HIFIS allows each organization to access and share your personal information with each other.

By sharing this information this way, Organizations can provide better services and supports to you. The information also helps to better understand the homelessness throughout Durham Region, so that policies and programs can be improved.

For a full list of community partners using the HIFIS database, please contact Housing Services 905-668-7711, or the agency in which you obtained this consent form from.

What we collect

Organizations using the HIFIS system may collect personal and health information including:

- Full Name
- Contact Information
- Date of Birth
- Martial, Family Status and History
- Name, Birthdates and Citizenship of Family and Household Members
- Current Income and Assets
- Employment Status, History
- Housing History
- Service History (including services and programs accessed and applied for)

What we do with your information

- Manage and administer housing and homelessness services and programs now and in the future;
- Verify eligibility for housing and homelessness services funded by applicable municipal and/ or provincial social programs;
- Statistical and research purposes, but that information will be provided only on a collective and anonymous basis so that it will not indicate that it is about you personally. Your name will not be shared. This collective and anonymous information might also be provided to the Region of Durham, the Government of Canada, and the Province of Ontario to support policy analysis, research, and evaluation of existing policies and programs respecting homelessness.

What we won't do with your information

- Your personal and health information will not be used for any purpose other than for providing services to you and to support research and policy work regarding homelessness.
- The organizations will not release your information without your consent to anyone else except for the purpose set out above and unless there is a legal requirement to do so, or a serious concern about your safety or the safety of others.

Your consent will expire 2 years from the date you signed. Once your consent expires you will need to sign a new consent form at any one of the agencies.

You can change your mind and withdraw your consent to share your information at any time. If you do withdraw your consent, you understand that information already in the system will remain in the system, but no future information will be collected for the shared computer system. You can, at any time sign a new consent agreement with any one of the organizations using the HIFIS system.

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.

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

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
TDD/TTY: 416-325-7539 Toll Free: 1-800-387-0073 Email: info@ipc.on.ca