



HIFIS CONFIDENTIALITY AND USER AGREEMENT

I am an employee of _____. I acknowledge that my employer has arranged for me to be granted access to HIFIS - Homelessness Individual and Families Information System. HIFIS is used to collect, share and report on client information.

In recognition of the confidential nature of the information contained in HIFIS, I understand and agree as follows:

1. I will access HIFIS only in the normal course of fulfilling my employment duties at _____.
2. I will not divulge client information to anyone other than to persons who are authorized to receive the information in accordance with the policies and procedures provided to me by BC Housing and/or my employer.
3. I will use HIFIS, and collect, use and disclose client information only in accordance with the policies and procedures provided to me by BC Housing and/or my employer.
4. I will take reasonable precautions regarding the protection of client information. This includes the following:
 - 4.1. I will protect my HIFIS login password;
 - 4.2. I will not share my HIFIS login password;
 - 4.3. I will not leave client information unattended on my computer screen; and
 - 4.4. I will not save my HIFIS login password if prompted to do so by the browser on a shared computer.
5. I will immediately cease access to HIFIS at BC Housing's and/or my employer's request.
6. I will immediately notify BC Housing if I believe there has been a privacy breach. Most common privacy breaches happen when personal information of clients is stolen, lost or mistakenly disclosed.
7. I acknowledge that BC Housing will regularly monitor access to HIFIS, and that this may include the review of my access to HIFIS.
8. I agree to take any privacy training required by BC Housing and/or my employer.
9. 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.

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| Employee Name: _____ | Employee Signature: _____ |
| Position/Job Title: _____ | Date: _____ |
| Phone: _____ | Email: _____ (cannot be a shared email account) |
| Senior Manager/Director Name: _____ | Signature: _____ |
| Position/Job Title: _____ | Date: _____ |
| Phone: _____ | Email: _____ (cannot be a shared email account) |

Each person requiring access to HIFIS must complete and sign this Confidentiality and User Agreement. BC Housing will provide a **user name** and **password** for access to HIFIS.

Mail completed form to: BC Housing, HIFIS Team
1701 – 4555 Kingsway, Burnaby, British Columbia V5H 4V8

Or **fax to:** 604-439-4722 or **scan and email to:** HIFISsupport@bchousing.org