

## Coordinated Entry for All (CEA) Privacy Statement

An individual client has a right to adequate notice of a CEA Partner Agency's use and release of Personally Identifying Information (PII) and of the individual's rights in regards to data about them, as well as the Partner Agency's legal duties with respect to PII.

Whether a household consents to having their information in HMIS or not, their PII will be shared in order to make a referral for housing and services

The CEA Privacy Statement is read by the CEA Housing Assessors before a CEA Housing Triage Tool is completed and should be prominently displayed or distributed in the program offices where the CEA Housing Triage Tool is completed.

The CEA Coordinating Entity will promptly revise and redistribute the CEA Privacy Statement whenever there is a material substantive change to the permitted uses or releases of information, the individual's rights, the Partner Agency's legal duties, or other privacy practices.

A client has the right to obtain a paper copy of the Privacy Statement from the Partner Agency upon request. Partner Agencies should maintain documentation of compliance with the Privacy Statement requirements by retaining copies of the Privacy Statements issued by them.

At any time a Client may withdraw or revoke consent for Client identified information collection in HMIS by signing the [Client Revocation of Consent form](#). Agency will follow King County's policies for creating de-identified clients and all non-identifying information for the client shall be entered into the HMIS. If a Client revokes their consent, Agency is responsible for immediately providing the written revocation of consent to Bitfocus at the following address:

Bitfocus, Inc.  
ATTN: King County HMIS  
5940 S Rainbow Blvd Ste 400 #60866  
Las Vegas, Nevada 89118-2507

Consent may be revoked verbally for records pertaining to drug/alcohol treatment and for records where client is actively fleeing domestic violence. If consent is revoked verbally to the Agency, the Agency will inform Bitfocus of such revocation immediately.

*Partner Agencies are prohibited for removing identified information from HMIS without client consent.*

A non-consenting client may also request that their PII not be shared for the purposes of a housing or service referral through CEA, this will result in the client being removed from the CEA priority list. This request can be send to [cea@kingcounty.gov](mailto:cea@kingcounty.gov) with subject line removal for CEA Priority List.

Partner Agencies understand that they are prohibited from penalizing or threatening to penalize clients for either revoking their previously provided written consent or requesting that their information be held in the strictest confidence.

The following statement must be prominently displayed:

**Content of Privacy Statement:**

Completing the CEA Housing Triage Tool allows Coordinated Entry for All (CEA) to make referrals on your behalf to Partner Agencies for housing and services. The only information shared with Partner Agencies will be for the purpose of coordinating a housing or service referral. Partner Agencies receiving a housing or service referral from CEA will be provided your name and contact information. A complete list of Partner Agencies can be found in the CEA Operations Manual found on the CEA website.