## APPENDIX F: Code of Ethics

**CODE OF ETHICS**

As an employee or volunteer of a CHO of the SC Homeless Management Information System (HMIS) I will:

Agree to abide by all policies and procedures of the HMIS as stated in the most recent version of the SC HMIS Policy and Procedure Manual.

Agree to abide by all present and future federal and state laws and regulations relating to the collection, storage, retrieval, and dissemination of client information for the HMIS.

Agree to only collect Protected Personal Information that is relevant to the HMIS and to comply with the policies and procedures governing the HMIS.

Agree to limit access to information furnished by the HMIS to its own employees specifically for the purpose of inputting or verifying client data and/or entering into the system records of services provided.

Agree to be responsible for the maintenance, accuracy, validity, and security of all the homeless assistance records and terminal sites utilized for the purpose of inputting and/or updating information into the HMIS.

Agree to immediately notify the HMIS CoC Administrator of any suspected security beach.

Agree to make a copy of the HMIS Privacy Statement available to any client requesting a copy.

Agree to complete and provide updates of all required documents for system use.

Agree to ensure information entered is valid to the best of my knowledge.

Agree to declare conflicts of interest in relation to the HMIS and take appropriate action.

Agree not to discuss information entered within the HMIS in settings outside of the agency or Continuum of Care activities (such as for Coordinated Entry System purposes).

*HMIS Lead Agencies reserve the right to immediately suspend HMIS usage and agreements when any terms of this Code of Ethics are violated or are suspected to be violated. This infraction and non-compliance process is spelled out in the SC HMIS Violations and Non-Compliance Policy.*

Name Date