

Every staff person requiring access to HIFIS must complete a HIFIS Confidentiality and User Agreement prior to receiving a HIFIS username and password.

Email completed forms to: hifis@cityofgp.com

I acknowledge that my employer has arranged for me to be granted access to HIFIS – Homeless Individuals and Families Information System. HIFIS is used to collect, share and report on participant information. The City of Grande Prairie is the Lead Agency for HIFIS in Grande Prairie.

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, and in accordance with the policies and procedures provided by the City of Grande Prairie and my employer.
2. I will not divulge participant information to anyone other than to the persons who are authorized to receive the information in accordance with the policies and procedures provided to me by the City of Grande Prairie and my employer.
3. I will not attempt to view personal information within HIFIS for my own gain or interest, or for the gain or interest of others. All information viewed, edited or added to the system by me will be directly linked to the provision of services for participants.
4. I will take precautions to protect participant information, including:
 - a. Protecting my HIFIS login and password which includes never sharing it, and never storing it using the browser on a shared computer.
 - b. Never using a shared login and password or sharing my login and password.
 - c. Never leaving participant information unattended on my computer, desk, tablet, phone, etc.
 - d. Never using HIFIS on an unsecured wireless network (wifi with no password to access)
5. I will enter true and objective information into HIFIS under all circumstances.
6. I will immediately notify my employer and the City of Grande Prairie if I believe there has been an actual or suspected privacy breach, or if I have reason to anticipate that a breach may occur. Many breaches occur when personal information is stolen, lost or accidentally disclosed and a breach may range from low to high severity. All breaches, regardless of severity must be disclosed.
7. I will immediately cease access to HIFIS at the request of my employer or the City of Grande Prairie and I understand that my password and user login may be revoked at any time.
8. I agree to take any future privacy or HIFIS training required by the City of Grande Prairie and my employer.
9. I understand that the City of Grande Prairie and my employer will regularly audit user activity on HIFIS and that this may include the review of my use of HIFIS.
10. I understand that unauthorized access, use or disclosure of HIFIS information may result in disciplinary action up to and including termination of my employment, contract, association or appointment.

11. I have submitted a recent criminal record check (within two years) to the satisfaction of my employer.

12. I have completed, at minimum, the Service Alberta introductory Protection of Privacy Act and Access to Information Act training (within one year) to the satisfaction of my employer.

I acknowledge that any personal information collected through HIFIS is subject to the provisions of the Protection of Privacy Act, SA 2024, c. P-28.5 ("POPA") and the Access to Information Act, SA 2024, c. A-1.4 ("ATIA") and any other applicable privacy regulations in force at the time. I agree to handle all information in compliance with these Acts, ensuring that personal data is kept confidential and protected. I understand that the information I access will only be used for the purpose of providing services to individuals in accordance with applicable policies, procedures, and legislation.

I also acknowledge that individuals whose personal information is collected through HIFIS have the right to access their information, request corrections, and review decisions made based on their data, as per the POPA and ATIA Act and may be subject to applicable exclusions. Unauthorized use or disclosure of personal information may result in disciplinary action, including termination of HIFIS access and other legal consequences.

Employee Information	
Employee Name:	
Employer:	
Position: Note that your position determines what level of access you have in HIFIS.	
Employee Email: Note that this must be an unshared, work email as it will be used as your HIFIS username.	
Employee Signature:	Supervisor Signature:
Signature Date:	Signature Date: