

San Diego County CoC Homeless Management Information System (HMIS)  
**How to File a Privacy Complaint**

If you feel that a violation of your rights as an HMIS client has occurred, or if you disagree with a decision that has been made about your Protected HMIS Information, you may complete this form and submit to the HMIS Lead Agency, the Regional Task Force on the Homeless. Please complete this form only after you have exhausted the grievance procedures for the agency providing you housing and/or services. **It is against the law for any agency to take retaliatory action against you if you file this grievance.** You can expect a response within 30 (thirty) days to be directed to the contact method of your choice.

**Grievances may be submitted in writing to:**  
 Regional Taskforce on the Homeless  
 4699 Murphy Canyon Rd., San Diego, CA 92123

**Grievances may also be submitted via email to:** [support@rtfhdsd.org](mailto:support@rtfhdsd.org)

**Brief Description of grievance (what happened):**


\_\_\_\_\_  
 Date(s) of offense(s)

\_\_\_\_\_  
 Name of Individual(s) who violated your rights

\_\_\_\_\_  
 Name of Agency(ies) who violated your rights

**Your Contact Information**

Your Name	
Phone Number and/or Email Address	
Mailing Address	
Today's Date	

*HMIS Lead Agency Use Only*

Response Date	
Recommendation to Agency	