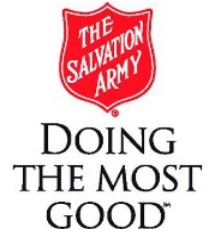


The Salvation Army Client Management System Software Release Form Client Privacy Notice & Consent

(Southern Territory)



NOTICE:

In order to provide and/or coordinate services for you and your family, we collect personal information directly from you. We may be required to collect some personal information by law or by organizations that provide funds for this program. Other personal information we collect is important to manage our programs, to improve services, and to better understand the needs of those we serve. We only collect information we consider to be appropriate. The collection and use of all personal information is guided by strict standards of confidentiality. A copy of our Confidentiality and Protection of Personal Privacy policy (Minute 058B) is available to you upon request.

Information collected from you will be entered and stored in a closed and secure electronic client management system. Only Salvation Army personnel with access to the system and staff at the company that maintains the system can access your data. Other agencies do not have access to the system and your information is only shared with them with your permission.

YOUR RIGHTS:

You have the right to a copy of the information about you in The Salvation Army Client Management System as outlined in the Confidentiality and Protection of Personal Privacy policy. You have the right to correct any mistakes in our information about you.

If you have a complaint about the performance of any Salvation Army staff member, intern or volunteer, or feel treated unfairly in any way, grievances may be formally filed by making an appointment to speak with or by submitting a written complaint to The Salvation Army Director at the location you are being served.

If you ever want to withdraw consent, please do so in writing and submit to your Salvation Army case manager or Director at the location you are being served.

SIGNED CONSENT

Each adult, emancipated minor or unaccompanied youth must sign for themselves. A parent/guardian should sign for children under the age of 18.

My signature shows I permit you to enter my personal information into The Salvation Army Client Management System:

_____/____/____
Print Name- Client Date of Birth

Note: Release expires 1 year after being signed

_____/____/____ _____ _____
Signature of Client or Guardian Date Signed Signature of Witness Date Signed

If Applicable, Dependent Children under 18:

_____/____/____ _____ _____
Print Name Date of Birth Print Name Date of Birth

_____/____/____ _____ _____
Print Name Date of Birth Print Name Date of Birth

If Applicable, Other Adults in the Home over the age of 18:

_____/____/____ _____
Print Name Date of Birth Signature

_____/____/____ _____
Print Name Date of Birth Signature