

*The Salvation Army Client Management System
Privacy Notice and Refusal of Consent Form*



At The Salvation Army, we collect and use your personal information to manage our programs, assess your eligibility for support, understand the needs of those we serve and improve our services. On an as-needed basis, we also share your personal information with other agencies to provide more complete support, eliminate duplication of efforts or fulfil our commitments to those who fund our programs. We obey strict standards of confidentiality when collecting, using and sharing or disclosing your personal information. Tell us if you would like to receive a copy of The Salvation Army Privacy Policy.

Please know that:

- You have the right to receive a copy of the information about you that is stored in The Salvation Army Client Management System.
- You have the right to correct mistakes in information about you.

Our resources and ability to serve your community depend in part on the information provided by our clients. However, we respect your privacy and if you don't want your personal information to be stored in The Salvation Army Client Management System, tell your intake worker and check the applicable box below. You will still receive help.

I refuse to allow my personal information to be entered into The Salvation Army Client Management System and I understand that my intake information will be entered as an anonymous client. Aside from my date of birth, no identifiable information will be stored.

Client name (print)

signature

date

Witness name (print)

signature

date

If you have questions, concerns or a complaint about how a Salvation Army staff member, intern or volunteer is handling your personal information, and you cannot resolve your questions or concerns with that person directly, please write to or email The Salvation Army unit director at the location where you are being served.