**CVJP’s Privacy Protection Statement: Personal Information Policy and Release of Information**

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|  |  |  |  |
| Client’s Last Name | Client’s First Name | M.I. | DOB (mm/dd/yyyy) |

# Personal Information Policy:

During the intake process and throughout the program, Community Veteran Justice Project (CVJP) will collect certain personal information from you. The information is necessary for us to run our program, receive funding, improve our services, better understand your needs and obtain services for you.

We will only collect information that is necessary to achieve those goals. We will not share it outside of the CVJP project except with people/entities we are working with to provide services for you, and our funders unless required or authorized by law. In order to protect your rights and privacy we keep all forms secured in locked file cabinets and secure computers the information gathered is used by internal case management staff to maximize service delivery to our clients. Additionally, the information gathered is shared to evaluate and improve service delivery. In order to receive and maintain funding, CVJP may share information, including personal information, with our program funders. No information gathered is shared with any other external entity than mentioned above except as required by law.

# Release Statement:

"I acknowledge that I received CVJP’s Personal Information Policy and that I understand and agree to the terms and conditions, including CVJP’s collection, storage, tracking and dissemination of my personal information within the CVJP program, people/entities CVJP is working with to provide help for me with, and program funders. "

 [ ] by checking this box and typing my name below I agree to terms of the release statement.

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Client Signature Date

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 Client's Full Printed Name

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 Email Phone Number