

## CHEVY CHASE AT HOME

## Neighbors Helping Neighbors Stay at Home

Post Office Box 15102

Chevy Chase MD 20825

Telephone (301) 657-3115

## **CC@H Privacy Policy**

CC@H respects the privacy of its members, volunteers, officers and staff, and adheres to the following privacy principles:

- 1. To protect the confidentiality of personal information about individuals.
- 2. To collect personal information directly from the individual concerned, or with the knowledge and consent of that individual.
- 3. To inform each person of the purpose and use of requested personal information.
- 4. To collect only personal information that is necessary to accomplish the purpose for which it is intended.
- 5. To prohibit the sale or rental of personal information to third parties.
- 6. To require CC@H-approved fee-for-service providers to respect the confidentiality of members' personal information.
- 7. To delete sensitive personal information from its records once such information is no longer needed.
- 8. To enable individuals to update or correct their personal records.

Signature	Date	
Please Print Your Name Here:		

Please return the signed document to the Volunteer Coordinator at the address above or e-mail to *volunteers@chevychaseathome.org*