

PRIVACY ACT NOTICE

SECTION I – ORGANIZATION INFORMATION

1. Organization Name:	2. City:	3. State:
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SECTION II – NOTICE

The Army Donations Program office uses information that may be personal in nature to qualify civilian organizations to receive United States Army property. This personal information may include but is not limited to: name, social security number, driver's license number, taxpayer identification number, private telephone number (cell or home), private fax number, e-mail address, home address, fingerprints, etc.

The disclosure of personal information is voluntary. Your organization may choose to provide public information such as your building address, telephone number, fax number, etc. in lieu of personal information with respect to qualifying or retaining government property. In the event your organization decides to use personal information, each individual providing such data is required to complete one of these forms. The individual should fill in the blanks at the bottom of this document, sign the form, and return it to this office for placement in your file.

Personal information will only be used with respect to donation program requirements. Personal information will not be disclosed, discussed, or shared with other individuals unless they are directly involved in the donations process and have a direct need-to-know. Any personal information that is provided will be safeguarded and protected to the best of our ability.

SECTION III – ACKNOWLEDGEMENT

I hereby request and authorize the donations office to collect, maintain, store, disseminate, and use Personally Identifiable Information (PII) with respect to qualifying the undersigned organization to receive and/or retain United States Army property.

1. Signature:	2. Date:		
3. Printed Name of Person Signing (First, Middle Initial, Last):	4. Title of Signer:		
5. Street Address:	6. City:	7. State:	8. Zip Code: