

SAINT JOSEPH'S CARPENTER SOCIETY

CLIENT PRIVACY POLICY

SJCS respects your privacy. We know it is important to keep your non-public personal information confidential. You have our assurance that SJCS will do our best to handle your non-public personal information (defined below) with discretion and care.

SJCS is committed to keeping your information secure. SJCS restricts access to non-public personal information about you to those employees who need to know that information to provide services to you. Non-public personal information is information about you not known publicly that we obtain in connection with providing affordable housing services to you (such as your social security number or credit history). Non-public personal information does not include information available from public sources, such as telephone directories or government records. Once any and all amassed documents with non-public personal information are not needed any longer or are deemed unnecessary, these documents are to be destroyed appropriately.

Information we collect. To assist you in obtaining affordable housing, SJCS collects and uses publicly available information as well as non-public personal information. We collect non-public personal information about you from the following sources:

- Information we receive from you on applications or other forms;
- Information we receive during personal interviews;
- Information we receive from personal documents such as a social security card, driver's license, government identification, court order or decree, tax return, W-2, 1099 or pay-stub; and
- Information we receive from a consumer reporting agency.

Information we disclose. We do not disclose your non-public personal information to anyone except as requested by you or as is required to perform the services which are necessary to provide affordable housing to you.

Questions. If you have any questions about this Privacy Policy, please feel free to contact us at:

Saint Joseph's Carpenter Society
20 Church Street
Camden, NJ 08105
(856) 966-8117