



Air Force • Army • Coast Guard • Marines • Navy

Privacy Statement

(Last updated 02/02/2010)

The CVHVAP is committed to protecting our client's privacy. This statement details the steps we take to protect our client's personal information. It describes the personal information that we collect, the purposes for which we use such information, and your choices regarding our use of it. The steps we take to protect your personal information and how you can review and correct your personal information are also covered here. By completing our application you are consenting to the information collection and use practices described in this privacy statement.

We may ask you for personal information to provide a service or carry out a transaction that you have requested. The personal information we collect may include:

- contact details, such as your name, title, e-mail address, telephone and fax numbers, and physical address;
- financial information
- information that assists us in identifying services that best meet your requirements;
- feedback from you about our services.

You are not required to provide any of this information, but if you do not, we may not be able to provide you the requested services.

Our use of information

Services- We use your personal information to deliver services, in order to offer you a more consistent experience in your interactions with CVHVAP.

Communications- With your permission, we may use your personal information gathered to inform you of services available from CVHVAP. When collecting information that might be used to contact you about our services, we will always give you the opportunity to opt-out of receiving such communications.

Employment Applications- In connection with a job application or inquiry, you may provide us with information about yourself, such as a resume or curriculum vitae.

Disclosure of your personal information

Except as described below, personal information you provide to CVHVAP will not be shared outside of CVHVAP without your permission.

Disclosure to service providers- CVHVAP works with other organizations to provide services to the client. We provide these organizations with only those elements of your personal information they need to deliver those services. These organizations and their employees are prohibited from using that personal information for any other purpose.

Disclosure for other reasons- We may disclose personal information if required to do so by law or in the good-faith belief that such action is necessary to comply with legal requirements or with legal process served on us, to protect and defend our rights or property, or in urgent circumstances to protect the personal safety of any individual.

Security

CVHVAP is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. For example, we store the personal information you provide on computer systems with limited access that are located in facilities to which access is limited. For sites to which you login, it is your responsibility to ensure the security of your password and not to reveal this information to others.

Reviewing your personal information

We may take steps to verify your identity before providing you access to your personal information. You can help us to maintain the accuracy of your information by notifying us of any change to your mailing address, phone number, or e-mail address.

Enforcement of this privacy statement

If you have questions regarding this statement or our handling of your personal information, please contact us. We will promptly address your concern and strive to reach a satisfactory resolution.

Changes to this privacy statement

CVHVAP may occasionally update this privacy statement. When we do, we will revise the “last updated” date at the top and bottom of the privacy statement. We will obtain your opt-in consent for any updates to this privacy statement that materially expand the sharing or use of your personal information in ways not disclosed in this privacy statement at the time of collection.

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