



E.C.R.C. DISCLAIMER

In accordance with E.C.R.C. Policy & Procedures we are required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for Exclusive Certified Residential Care. You are not legally required to provide this information; however, providing it may be necessary to determine if you qualify for employment. Disclosure of your Social Security number is voluntary, unless you are employed by E.C.R.C. If employed by E.C.R.C., you must provide a copy of your Social Security Card to be in compliance with State and Federal tax withholding laws. If you do not supply the required information, E.C.R.C. may not be able to consider you for employment. The use of the provided data we collect is limited to individuals whose jobs reasonably require access to this information. Persons or agencies with whom this information may be shared include:

1. Administration Staff
2. Managers and Supervisors of Departments Where Job Openings Occur

Unless otherwise authorized by State statutes or Federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the policies and procedures of ECRC. These rights include:

1. The right to see and obtain copies of the data maintained on you.
2. The right to be told the contents and meaning of the data.
3. The right to contest the accuracy and completeness of the data.

To exercise these rights, contact the Administrator of ECRC.

I have read and understand the above information regarding my rights.

Print Name:

Signature:

Date:
