



Central New York Services, Inc.

Data Privacy Notice

- ✓ We collect personal information about the people we serve in an internet database called Service Point. Many social service agencies use this database system.
- ✓ We use the personal information to run our programs and to help us improve services. Also, we are required to collect some personal information by organizations that fund our program.
- ✓ You do not have to give us information. However, without your information we may not be able to help you. Also, we may not be able to get help for you from other agencies.
- ✓ You have a right to review the personal information that we have about you. If you find mistakes, you can ask us to correct them. You have a right to file a complaint if you feel that your data privacy rights have been violated.
- ✓ Please tell our staff if you have questions. If you need a grievance form or a complete copy of our privacy policy, please ask our agency staff.