



Privacy Notice Template

The following template may be used to prepare a privacy notice for use when requesting personal information (*i.e.*, Information that identifies an individual such as name address, telephone number, driver's license number, social security or other identification number, photograph or medical or disability information). It should be adapted to reflect individual information collection, dissemination and correction practices.

_____ is collecting information to _____.
Name of Office Purpose

If you do not provide the requested information, _____.
Consequences

The information you provide will be shared with _____.
Contemplated transfer of information, if any; if not, delete sentence and the word "also" from the next line.

Information provided to MCE may also be shared among offices within the University of Maryland and the University System of Maryland and outside entities as necessary or appropriate in the conduct of legitimate University business and consistent with applicable law. Because the University is a State educational institution, such information may also be subject to disclosure under the Maryland Access to Public Records Act (the "Public Records Act."). Individuals may inspect and/or correct their personal information as provided by the Public Records Act and/or other applicable law or University Policy.

Samples of Privacy Statements:

1.) Special Needs Form

The Maryland Cooperative Extension is requesting information to consider providing and/or implementing accommodations and/or adjustments to programs and activities for participating individuals with special needs. The information you provide may be shared with MCE employees, MCE volunteers, officials, medical personnel, and others as appropriate when considering special needs and planning and implementing 4-H and MCE programs or activities. Information provided to MCE may also be shared among offices within the University of Maryland and the University System of Maryland and outside entities as necessary or appropriate in the conduct of legitimate University business and consistent with applicable law. Because the University is a State educational institution, such information (excludes medical and psychological information) may also be subject to disclosure under the Maryland Access to Public Records Act (the "Public Records Act."). Individuals may inspect and/or correct their personal information as provided by the Public Records Act and/or other applicable law or University Policy.

(The above statement used the phrase (excludes medical and psychological information) because of requesting information to consider the special needs request).

More Examples

MCE 4-H Volunteer Annual Information Update

MCE is collecting information in order to update our MCE and short-term volunteer database. If you do not provide the requested information you cannot be a 4-H volunteer. Some of the information you provide maybe shared with county/state fair associations, National 4-H Council and USDA. Information provided to MCE may be shared among offices within the University and with the University System of Maryland and outside entities as necessary or appropriate in the conduct of legitimate University business and consistent with applicable law. Because the University is a State educational institution, such information may also be subject to disclosure under the Maryland Access to Public Records Act. Individuals may inspect and/or correct their personal information as provided by the “Public Records Act” and/or other applicable law or University policy.

4-H Member Enrollment

MCE is collecting information in order to enroll your child in the MD. 4-H program. If you do not provide the requested information your child cannot be a 4-H member. The information you provide may be shared with county and state fair associations and USDA. Information provided to MCE may also be shared among offices within the University and with the University System of Maryland and outside entities as necessary or appropriate in the conduct of legitimate University business and consistent with applicable law. Because the University is a State educational institution, such information may also be subject to disclosure under the Maryland Access to Public Records Act. Individuals may inspect and/or correct their personal information as provided by the “Public Records Act” and/or other applicable law or University policy.

Workshop/Class Registration Form

MCE is collecting information in order to enroll you in the MCE sponsored workshop, 4-H Spring Fling and Lots of Other Things. If you do not provide the requested information your child may not be able to attend nor receive the class confirmation and supply listings. The information you provide maybe shared with MCE and short term appointed volunteers or instructors. Information provided to MCE may also be shared among offices within the University and with the University System of Maryland and outside entities as necessary or appropriate in the conduct of legitimate University business and consistent with applicable law. Because the University is a State educational institution, such information may also be subject to disclosure under the Maryland Access to Public Records Act. Individuals may inspect and/or correct their personal information as provided by the “Public Records Act” and/or other applicable law or University policy.

Camp Flier for 2001 and 2002

Information provided to Maryland Cooperative Extension may be used and shared within MCE, the University of Maryland and the University System of Maryland. Because the University is a State educational institution, such information may also be subject to disclosure under the Maryland Access to Public Records Act. A person may inspect and/or correct his or her personal information as provided by the “Public Records Act”

and/or other applicable law or University policy. Providing this information enables MCE to respond to your request for camp information.

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It is the policy of the Maryland Cooperative Extension that no person shall be subjected to discrimination on the grounds of race, color, sex, religion, disability, age or national origin.