

**THE NAVAJO NATION  
DIVISION OF SOCIAL SERVICES**

**PRIVACY ACT**

**NOTICE: TO INDIVIDUALS COMPLETING APPLICATION FORMS WITHIN  
PRIVACY ACT SYSTEM OF RECORDS As Required by 5 U.S.C. 552 a (c) (3).**

**1. Services and Programs:**

- Division of Social Services Application
- Eligibility Certification/Recertification
- Disclosure of Information
- Medical Evaluation Form

**2. Authority which authorizes collecting of information:**

Information Collection Authorized by 25 U.S.C. Section 13.25 U.S.C. Section 450 (a) et seq., as amended, implementing Regulations and contract provisions.

**3. Information from Individual is:**     Voluntary     Mandatory

**4. Purpose for collecting the information:**

Used to record significant information about members of a family and key relatives. Used to determine the need of applicants for the receipt of assistance/service through exploration of the need for basic consumption items/services for an individual or family group.

**5. Routine Uses (Disclosure) of Information:**

The Privacy Act limits disclosure of information contained in the system of records by any means of communication to any person, or to any agency except upon written request by, or with prior written consent of, the individual to whom the record pertains unless disclosure of the records would be:

- a) to those officer and employees of the agency which maintains the record who have a need for the record in the performance of their duties;
- b) required under Section 552 of this Title [ 5 USCS Section 552 ] (Freedom of Information Act);
- c) for a routine use as defined in Subsection (a) (7) of this Section and described under Subsection (e) (4) (D) of U.S.C. Section 552a (b); (Purpose for Which Information Collected.);
- d) to the Bureau of the Census for purpose of planning or carrying out a census or survey or related activity pursuant to the provisions of Title 13 [ 13 USCS Section 1 et seq. ];
- e) to a recipient who has provided the agency with advance adequate written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable;

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- f) to the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Administrator of General Services or his designee to determine whether the record has such value;
- g) to another agency or to an instrumentality of any governmental jurisdiction, within or under the control of the United States, for a civil or criminal law enforcement activity, if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request for the agency or instrumentality has made a written request to the agency which maintains the records specifying the particular portion desired and the law enforcement activity for which the record is sought;
- h) to a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual if upon such disclosure notification is transmitted to the last known address of such individual;
- i) to either House of Congress, or to the extent of matter within its jurisdiction, any committee or subcommittee thereof, any joint committee of Congress or subcommittee of any such joint committee;
- j) to the Comptroller General, or any of his authorized representatives, in the course of the performance of the duties of the General Accounting Office; or
- k) pursuant to the order of a court competent jurisdiction.

In all other circumstances you must consent prior to the disclosure of information provided herein, by the Department of Social Services.

**6. Effects (Beneficial and/or Adverse) of Not Supplying All or Parts of Requested Information:**

Beneficial effect is to facilitate the determination of need for basic consumption items, special need items, and services. Adverse effect is the delay or denial of assistance and/or services based upon insufficient information to determine need.

I (WE) HAVE READ OR HAVE HAD INTERPRETED TO ME (US) THE PROVISIONS OF LAW ON THE PRIVACY ACT SYSTEMS OF RECORDS AND UNDERSTAND THEM.

Date: \_\_\_\_\_

Signature of Applicant(s):

\_\_\_\_\_

\_\_\_\_\_  
Witness