



**California Department of Public Health  
Center for Infectious Diseases  
Office of AIDS**



**California Planning Group  
Privacy Notice**

**August 2016**

The Information Practices Act of 1977 (California Civil Code, Section 1798.17) and the Federal Privacy Act (5 USC 552a, subd. (e)(3)) require this notice to be provided when collecting personal information from individuals.

The information requested on the California Planning Group (CPG) Membership Application Form and Member Profile Form is collected and used by the California Department of Public Health (CDPH), Office of AIDS (OA), for administration of CPG. Submitting the application form and providing the information requested on the form is required if you are applying for CPG membership. If you do not submit an application form, then you will not be considered for CPG membership. If you are applying for CPG membership and submit an incomplete application form, then we will contact you to request the missing information. Missing information on the application form may delay or prevent your application from being considered. Submitting the profile form and providing the information requested on the profile form is voluntary.

Legal references authorizing maintenance of this information include Health and Safety Code Sections 120800-120871, 131019, 131051, and 131085.

The information on the application form will be disclosed to OA staff and external stakeholders participating in, and for the purpose of, the CPG membership selection and approval process. Prior to reviewing CPG application forms, all employees and external stakeholders, serving as agents of CDPH in the applicant selection process, will be required to sign a CDPH confidentiality agreement regarding HIV/AIDS confidentiality laws. The information on the profile form will be disclosed to CPG members, OA staff, external stakeholders, and the public (e.g., CPG website). You have the right to review your own personal information maintained by the CDPH, unless access is exempt by law. If you would like to review your records, contact CDPH, Office of AIDS, HIV Care Branch, MS 7700, P.O. Box 997426, Sacramento, California, 95899-7426 or by phone (916) 449-5951. If you have questions about the Department's privacy policy, please contact CDPH, Office of Legal Services, Privacy Office, MS 0506, P.O. Box 997377, Sacramento, California, 95899-7377.