

Children's Dream Fund Personal Information Privacy Policy

The Children's Dream Fund is committed to safeguarding the personal information entrusted to us by our clients and donors.

What is Personal Information?

Personal information means information about an identifiable individual, which includes but is not limited to an individual's name, home address, business address, phone numbers, age, sex, marital or family status, financial information, work history or education.

What Personal Information Do We Collect?

We only collect personal information necessary for services we provide to our clients and donors, which include information needed to:

- plan, purchase and deliver "dreams" to qualified children and families;
- raise funds, sell tickets to fundraising events, and collect donations for our program;
- contact donors, potential donors, volunteers or other constituents via electronic mail or direct mail.

We routinely collect personal information directly from our clients and donors. However, we may also collect personal information from other persons with your consent, (e.g. children referred by medical personnel), or if a gift is given in someone's name and they require notification.

We inform our clients and donors, prior to or contemporaneous with our collection of personal information, the reasons for which we are collecting this personal information. However, notification of collecting personal information is not provided when a client or donor volunteers information for an obvious purpose, such as using a credit card for the purchase of event tickets or items at an event.

What Do We Do With Personal Information?

Information may be used but is not limited to the following purposes:

- to provide donors with a receipt or financial report for purchases or donations;
- to confirm purchases or donations;
- to contact donors about purchases, donations or children referred to us;
- to verify information about purchases, donations or children referred to us; and
- to respond to or send additional information about our organization to those who request it

NOTE: The Children's Dream Fund will not sell, rent or exchange its list of donors – including but not limited to their names, phone numbers, mailing addresses, or email addresses.

What Do We Do With Personal Billing Information?

For purchases and donations made with credit cards, we routinely request information including but not limited to the following:

- name as it appears on your credit card;
- billing address;
- credit card number;
- expiration date; and
- security number for credit card

We use secure servers to gather and process billing information. These secure servers are hosted by PayPal and Pay Everywhere. Billing information is not shared with any other organizations, and credit card numbers are not retained once the transaction has been authorized and processed.

How to View and Change Your Personal Information

If anyone wants to know what information we maintain in our files, or wants to request changes to their personal information, they may contact us by electronic mail at info@childrensdreamfund.org, or by mail to Children's Dream Fund, P.O. Box 1881, St. Petersburg, FL - 33731.

In addition, if you receive notifications via electronic mail from the Children's Dream Fund, and wish to unsubscribe, you may do so by following the Constant Contact prompts at the end of any electronic mail.

Dream Children

With respect to children we benefit, ("Dream Children") and their families, we adhere to health information privacy laws including Health Insurance Portability and Accountability Act, (HIPAA) regulations. We will not disclose any personal information, including but not limited to medical information about the Dream Children and their last names, without the express written consent of the child's parent or guardian.

Changes to the Children's Dream Fund's Privacy Policy

This privacy policy is subject to change. Any changes will be posted on our website, and noted on the home page.