

**WEB SITE PRIVACY POLICY**  
**Effective as of January 2008**

We at Creative Heartwork, Inc. have created this Web Site Privacy Policy (this "Privacy Policy") because we know that you care about how information you provide to us is used and shared. This Privacy Policy relates to the online information collection and use practices of the following Creative Heartwork web sites (the "Sites"):

- [www.creativeheartwork.org](http://www.creativeheartwork.org)
- [www.dinnerofhope.org](http://www.dinnerofhope.org)

By visiting any of our sites, you are accepting the practices described in this Privacy Policy. In this Privacy Policy, the words "Creative Heartwork," "we," "us" and "our" refer to Creative Heartwork, Inc. and its affiliates.

**PRIVACY OF MINORS**

Our sites are not intended or designed to attract users under the age of 18. Creative Heartwork does not collect personally identifiable data ("Personal Information") from any person we know to be under the age of 18, and we instruct users under 18 not to send us any information.

**INFORMATION WE COLLECT**

Creative Heartwork collects information on our Sites in essentially two ways.

(1) Data Disclosed By You

At various locations on our sites, such as in donation forms, volunteer forms, ticket sales and child participant applications, Creative Heartwork may request that you supply us with personal information about you and/or your child as a participant of one of our programs. Such personal information may include name, email address, mailing and shipping addresses, home and work telephone numbers, credit card information, allergies, medical restrictions, medications your child is currently taking, and primary care physician information. Although you do not have to provide us with any information to visit our Sites, you may not be able to fully utilize all of the services on our Sites if you choose not to provide certain information. If you do choose to give us personal information through our sites, we will collect and retain that information.

(2) Automatic Data Collection

When you use our sites, we may collect "Non-Personal Information," which is information that, by itself, cannot be used to identify or contact you, such as demographic information (your age, gender, income, education, ZIP code, etc.). Non-Personal Information may also include technical information, such as your IP address, the type of browser you are using, the websites you visit immediately before and immediately after you visit our sites, and other anonymous data involving your use of our sites. Non-Personal Information may also include information that you provide us through your use of our sites, such as the terms you enter into the search functions of our website.

**COOKIES**

Creative Heartwork may place a text file called a "cookie" in the browser files of your computer. "Cookies" are small amounts of data that a web site can send to your browser and store on your computer. Cookies do not contain personal information about you (unless you knowingly provide it). Cookies can note that your browser was used to visit certain sites, pages, or advertisements

on a certain date. We use cookies to enhance the navigation and the functionality of our Sites, to verify your identity, and to personalize aspects of your experience on our site. For example, if you are a registered user of our Sites, when you login, a cookie will be placed on your computer's hard drive in order to maintain your session while you are using our site.

You do not need to accept cookies in order to access and use our Sites. Although the default setting for most web browsers is to accept cookies, most browsers can be set to notify you when a cookie is being placed on your computer, or to reject all cookies. However, if you do not accept cookies, this may affect your Internet experience. For example, on our Sites, you may not be able to maintain your login. You can erase cookies that are already on your computer. For more information on working with cookies, consult the Help function of your specific browser and operating system software.

### **ACCESSING AND MODIFYING YOUR INFORMATION**

You may access, review and make changes to your personal information by following the directions found on the site. If you want to update your preferences regarding what mailings and other information you want to receive from us, or if you want to access, review or make changes to your personal information, you may also do so by sending us an e-mail at Karen@creativework.org. You should be aware, however, that it is not always possible to completely remove or modify information in our databases.

### **HOW WE USE AND SHARE THE INFORMATION**

If you provide us with personal information through one of the sites, we will use that information only for the purpose for which it was given.

Except as noted below, Creative Heartwork will not sell or share your personal information with any affiliated or non-affiliated third party. However, we may share your personal information with others as described below.

- We may employ other companies and individuals to perform functions on our behalf. Examples may include processing credit card payments and providing customer service. These other companies will have access to your Personal Information only as necessary to perform their functions and to the extent permitted by law.
- To the extent permitted by law, we may also disclose your Personal Information when required by law, court order, or other government or law enforcement authority or regulatory agency, or whenever we believe that disclosing the Personal Information is necessary or advisable, for example, to protect the rights, property, or safety of Creative Heartwork or others. This may include, for example, sharing information with other companies and organizations for fraud protection and credit risk reduction.

### **E-MAIL COMMUNICATIONS**

If you send us an e-mail with questions or comments, we may use your personal information to respond to your questions or comments, and we may save your questions or comments for future reference. There may be times when you will have the opportunity to subscribe to an e-mail list or electronic newsletter that will send information about our sites and programs to your email address. However, we will provide you with the option to change your preferences and opt-out of receiving those communications. You may request at any time that we not e-mail you in the future by clicking the "unsubscribe" link, which is included at the bottom of any e-mail that you receive from us, or by contacting us at webmaster@creativeheartwork.org. If you unsubscribe,

we will make reasonable efforts to discontinue these email communications as soon as practicable.

## **DONORS**

We are committed to maintaining the confidence and trust of our financial supporters. Creative Heartwork collects the personal information that our donors provide. After someone donates to Creative Heartwork, his or her information is added to our membership list. We use this information to keep donors informed about the progress of our programs through print and online mailings and to encourage donors' continued financial support of our work.

## **HOW WE PROTECT YOUR INFORMATION**

We strive to maintain reasonable physical, electronic, and procedural safeguards to secure the personal information from loss, misuse and unauthorized access, disclosure, alteration and destruction. However, we are unable to guarantee that security measures we take will not be penetrated or compromised or that the personal information will remain secure under all circumstances.

## **EXTERNAL WEB SITES**

The sites may contain links to other web sites. Creative Heartwork has no control over the privacy practices or the content of any of these web sites. As such, we are not responsible for the content or the privacy policies of web sites to which any of our sites may link. You should check the applicable privacy policy of the web site sponsor when visiting any other web sites.

## **CHANGES TO THIS PRIVACY POLICY**

This Privacy Policy is effective as of the date stated at the top of this Privacy Policy. We may change this Privacy Policy from time to time, and will post any changes on our web site as soon as they go into effect. Please be aware that, to the extent permitted by applicable law, our use of Personal Information is governed by the Privacy Policy in effect at the time we use the Personal Information. Please refer back to this Privacy Policy on a regular basis.

## **HOW TO CONTACT US**

If at any time you believe that Creative Heartwork has not adhered to the principles outlined in this Privacy Policy, please notify us by email, and we will use all commercially reasonable efforts to promptly determine and correct the problem.

If you have questions about this Privacy Policy, please e-mail Creative Heartwork at [Karen@creativeheartwork.org](mailto:Karen@creativeheartwork.org).

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