

## **Privacy Policy**

CAII takes your privacy seriously. Please read the following to learn more about our privacy policy.

### **What This Privacy Policy Covers**

This policy covers how CAII treats personal information that CAII collects and receives, including information related to your Information/Brochure Request and your Online Application through CAII's websites, and when you register to become a user of the CAII online forum. Personal information is information about you that is personally identifiable like your name, address, email address, or phone number, and that is not otherwise publicly available.

### **Information Collection and Use**

- CAII collects personal information when you submit CAII's "Request a Brochure" questionnaire and when you apply online through CAII's "Online Application Form", and when you register to become a user of the CAII online forum.
- On these forms, CAII ask for information such as your name, email address, phone numbers, age/birth dates, gender, address, occupation, assets, liabilities, other family related and personal information.
- CAII will never ask for your Social Security number, nor should you provide your Social Security number on any of these forms.
- CAII will use your personal information to send you brochures and adoption program materials, and/or to make a decision if we can pre-approve you for one or more of our adoption programs.
- CAII will use your personal information to notify you of CAII's adoption seminars, newsletters, adoption events and other similar promotional activities.
- You may notify CAII in writing or email that you do not wish to be contacted any more. We will add a "DO NOT CONTACT" tag to your records in our database, so that you will be excluded from being contacted for CAII's future promotional activities.

### **Information Sharing and Disclosure**

CAII does not rent, sell, or share personal information about you with other people, agencies or nonaffiliated entities except to provide services you've requested, when we have your permission, or under the following circumstances:

- We provide the information to trusted partners or social workers who work on behalf of or with CAII under confidentiality agreements. These partners or social workers may use your personal information to help CAII communicate with you about the service that you have requested. However, these people do not have any independent right to share this information.
- We respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims;

- We believe it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any child or person, or as otherwise required by law.
- Upon request by Federal or State Licensing authorities for licensing and auditing purposes.

### **Confidentiality and Security**

- We limit access to personal information about you to employees or contractors who we believe reasonably need to come into contact with that information to provide services to you or in order to do their jobs.
- We have physical, electronic, and procedural safeguards that comply with applicable laws and regulations to protect personal information about you.

### **Changes to this Privacy Policy**

- CAII may update this policy. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your CAII record or by placing a prominent notice on our site.
- If you have questions or suggestions, please email us at [cai@commonwealthadoption.org](mailto:cai@commonwealthadoption.org) or write to:

The Administrative Director  
Commonwealth Adoptions International, Inc.  
1585 E. River Road, Suite 121  
Tucson, AZ 85718