

## PRIVACY POLICY

By using this Web site, you are agreeing to the terms of our Privacy Policy as set out below. We reserve the right to modify this policy from time to time as our needs require and will post any of such changes on this site. We are particularly sensitive to privacy issues on the Internet and provide this Privacy Policy so you can know about our online information practices and understand how we treat the information we receive about you from the Internet.

CCAI is the sole owner of the information collected on this site, and we will not sell, share, or rent personally identifiable information to others in any way. We do not collect any personally identifiable information from you (e.g., name, street address, e-mail address) unless you voluntarily choose to disclose such information. We only ask for the information we need to provide the service you have requested. Presently, we only collect information from you if you submit an application or questions, comments, or concerns to us, or request an Adoption Information Packet, make a donation, taking Parenting Training classes, join a Heritage Tour, register for a Joyous Chinese Cultural Center (JCCC) class/camp, sign up for Adopteen Camp-Conference/Handouts or shop at our on-line Gift Shop(s). This information is used only to process such applications or requests. If you have provided us your personal information and do not wish to receive further information from CCAI, you may send us an e-mail at [mail@ccaifamily.org](mailto:mail@ccaifamily.org) and tell us that you do not want to receive future communications.

CCAI is very careful about this site's third-party affiliates and makes sure that no personally identifiable information is shared with them unless the site user affirmatively chooses to submit that information to them. Our third-party affiliations are as follows:

### ***PayTrace and TransFirst***

PayTrace and TransFirst are used for secure online credit card payments. Personally identifiable information provided to this company while on its servers is NOT bound by this Privacy Policy. Please consult the privacy policies of PayTrace and TransFirst to learn more about its practices in handling personally identifiable information.

For each visitor to our Web page, our Web server automatically recognizes only that information which the user provides willingly.

We collect the e-mail addresses of those who communicate with us via e-mail, user-specific information on what pages consumers access or visit, and information volunteered by the consumer, such as survey information and/or site registrations.

The information we collect is used to customize the content and/or layout of our page for each individual visitor and provide services requested by the user.

With respect to cookies: We use cookies to record session information, such as items that consumers add to their shopping cart, to record user-specific information on what pages users access or visit, and/or to customize Web page content based on visitors' browser type or other information that the visitor sends. All cookies are based on voluntary user login.

If you supply us with your postal address on-line you will only receive the information for which you provided us your address.

Persons who supply us with their telephone numbers on-line will only receive telephone contact from us with information regarding orders they have placed on-line.

With respect to Ad Servers: We do not partner with or have special relationships with any ad server companies.

From time to time, we may use customer information for new, unanticipated uses not previously disclosed in our privacy notice. If our information practices change at some time in the future we will contact you before we use your data for these new purposes to notify you of the policy change and to provide you with the ability to opt out of these new uses, and/or we will post the policy changes to our Web site(s) to notify you of these changes and provide you with the ability to opt out of these new uses. If you are concerned about how your information is used, you should check back at our Web site periodically.

Upon request we offer visitors the ability to have inaccuracies corrected in contact information. Customer can have this information corrected by sending us e-mail at the above address.

With respect to security: We have appropriate security measures in place in our physical facilities to protect against the loss, misuse or alteration of information that we have collected from you at our site(s).

CCAI has no obligation to monitor the site or the use thereof or to retain the content of any user session. However, CCAI reserves the right at all times to monitor, review, retain, and/or disclose any information as necessary to satisfy any applicable law, regulation, legal process, or governmental request or to cooperate with law enforcement and other authorities in investigating a claim of illegal activity. CCAI may use IP addresses to identify a user when we believe it is necessary to enforce compliance with the terms governing use of our site(s) or to protect our service, site(s), families, users, or others.

Our site(s) contains links to other Web sites not operated by CCAI, and we are not responsible for the privacy practices or the content of those sites. If you choose to access any of them, we suggest that you exercise your best judgment when sharing personal information on these Web sites. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, CCAI cannot ensure or warrant the security of any information you transmit to us or any information provided by our on-line products or services, and you do so at your own risk. **CCAI will not be liable for disclosures of your personal information due to errors in transmission or unauthorized acts of third parties.** However, once we receive your transmission, we make our best effort to ensure its security on our systems. If you have any questions about this Privacy Policy, the practices of this site, or your dealings with the site, or would like to provide comments, you can send us an e-mail at [mail@ccaifamily.org](mailto:mail@ccaifamily.org).