

# **PRIVACY POLICY** **FOR THE WEB SITE OF TAMPA BAY CDC**

Tampa Bay CDC takes your privacy seriously and is committed to maintaining the privacy of your personal information. Please read the following to learn more about our Privacy Policy and about the information practices for our web site. Tampa Bay CDC does not collect, store, or use information obtained through this web site, except as described below.

## **WHAT THE PRIVACY POLICY COVERS**

This Privacy Policy covers Tampa Bay CDC's treatment of information that Tampa Bay CDC collects when you are on our web site, and personally identifiable information that you may provide should you decide to electronically apply for our Assistance Programs.

This Policy does not apply to the practices of companies that Tampa Bay CDC does not own or control, or to people Tampa Bay CDC does not employ or manage.

## **INFORMATION WE COLLECT AND STORE WHEN YOU VISIT THE WEB SITE**

Tampa Bay CDC automatically collects and stores information about your Internet connection when you visit our web site. This information may include the following: the date and time you access our site; the pages that you visit; if you linked to our web site from another site, the address of that web site; the action you tried to perform (for example download a document or apply on line) and whether or not you were successful.

Tampa Bay CDC does not use "cookies". (A cookie is an entry placed in a file on your hard drive by a web site that allows it to monitor your use of the web site, usually without your knowledge).

## **INFORMATION WE COLLECT AND STORE WHEN YOU ELECTRONICALLY APPLY FOR ASSISTANCE**

If you choose to complete either the Tampa Bay CDC HomeOwnership Application or the HOMEBUYERS CLUB application contained on our web site and submit it via electronic mail (or if you request additional information from Tampa Bay CDC), you will be asked for your name, address, zip code, E-mail address, birth date, social security number, gender, race, employment information, occupation and asset information. If you E-mail the application to Tampa Bay CDC, we will consider that your consent for Tampa Bay CDC to use the information consistent with this Policy.

If you complete the HomeOwnership Application or the HOMEBUYERS CLUB Application, Tampa Bay CDC will maintain the information to process your request for assistance. Tampa Bay CDC or HOMEBUYERS CLUB employees will see the information in the course of their official duties. This information will also be available to the employees of the City or County who fund these Programs. In limited circumstances, such as requests pursuant to the Public Information Act or Sunshine laws, we may be required by law to disclose information you submit.

While Tampa Bay CDC will make every effort to maintain the privacy and security of your personally identifiable information (by use of a Shared SSL Certificate), please note that e-mail is not necessarily secure against interception, and that e-mail features in this web site are not encrypted. If you are uneasy about transmitting this information via electronic mail, you may also send it by postal mail to the address contained in this web site.

### **How We Use The Information**

Tampa Bay CDC uses the information - both the information that is collected automatically by logging on to our web site and the information provided by applying on line - for these general purposes: to measure the volume of visitors and requests for specific web pages, to fulfill your requests for certain information or services, to improve our web site, and to qualify you for assistance. Tampa Bay CDC is an Equal Housing Lender, and any decisions are based on the information transmitted on the application. We do not discriminate based on age, sex, race, national origin, etc.

Tampa Bay CDC will not sell or rent your information to anyone. We will share personally identifiable information about you to other Companies or people (i.e. Mortgage Lenders) when we have your consent to share the information; we need to share your information to provide the product or service you have requested; we respond to subpoenas, court orders or legal process; we need to send the information to companies who work with Tampa Bay CDC to provide a product or service to you (i.e. Credit Bureau). (Unless we tell you differently, these companies do not have any right to use the personally identifiable information we provide to them beyond what is necessary to assist us).

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

Tampa Bay CDC may amend this policy from time to time. If we make any substantial changes in the way we use your personal information, we will notify you by posting a prominent announcement on our pages.

### **How to Contact Us About the Web Site**

If you have any questions or suggestions on this Privacy Policy, or if you are concerned about the way your information is used in conjunction with this web site, you should contact:

TBCDC1PC@aol.com

