

California Department of  
Social Services (CDSS)  
PRIVACY NOTICE

The CDSS Privacy Notice explains how personal information is collected and maintained when completing applications or forms (online or hardcopy). Personal information includes such things as name, social security number, physical description, address, telephone number, education or financial, medical or employment history, etc. Any personal information collected is subject to the authorized uses and/or restrictions set forth in the following Federal and State laws and policies:

- California Welfare and Institutions Code sections 10850
- Government Code Section 11015.5
- Information Practices Act - Civil Code section 1798 et seq.
- Public Records Act - Government Code section 6250 et seq.
- Safeguarding Information for the Financial Assistance Programs - 45 CFR 205.50
- Statewide Administrative Manual (SAM), Privacy Section 5310
- Statewide Information Management Manual (SIMM) 5310-A & B.

CDSS collects personal information directly from individuals who volunteer to use some of the CDSS services. Collection of this information is required to deliver the specific services, but use of these services is voluntary. Mandatory information is identified on the application or form. Failure to provide requested information may result in a denial of benefits.

### **Information Collected**

In order to process your online donation, you will need to enter your name, email address, and credit card information.

### **Use of Information**

The information collected by the OCAP is used solely to process transactions. Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of processing your requested donation.

### **Protection of Information**

The OCAP has implemented a variety of security measures to maintain the safety of your personal information when you make a donation.

All supplied sensitive/credit information is transmitted via a secure service with a SSL Certificate. Your private information, including credit cards information, will not be stored on the OCAP servers after a transaction is processed.

### **Disclosure of Information to Third Parties**

Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of processing your requested donation.

### **Consent**

By using the OCAP site, you consent to our website privacy policy.

The information collected will not be shared with any other Federal or State agencies, except as authorized by law.

Any fields in the form that unrestricted text can be entered are intended for the requested information only. Please do not provide personal information that is not requested.

Individuals have the right to access records containing personal information about them. For assistance, please contact the Office of Child Abuse Prevention at (916) 651-6960.

To read the CDSS Privacy Statement please click on the link  
<http://www.cdss.ca.gov/cdssweb/privacy.htm>

For more consumer information on security click on the icon below, "Caution Is Your Computer Secure?"



Security Awareness