

# Privacy Policy

Effective as of August 1, 2024

Dreams to Keys Realty LLC recognizes the importance of protecting our users' privacy. To that end we have created the privacy statement and spam policy in order to demonstrate our commitment to privacy. Information on how site content can and cannot be used is also listed below. Please note that spam laws and regulations above and beyond Dreams to Keys Realty LLC's policies may apply to commercial electronic messages sent to individuals who have elected to list their contact information on the Dreams to Keys Realty website.

## What Information is Collected

Dreams to Keys Realty and its Web hosting company, acting as Dreams to Keys Realty's agent, collect and store technical information about your visit to our website. We use this information for statistical purposes to make our site more accessible to visitors and the data we collect is not provided to any other third party for marketing or promotional purposes. Specifically, we may record:

- The name of the domain from which you access the Internet.
- The Internet address of the website from which you linked directly to our site, if any.
- The type of Web browsing software and operating system you are using to view our site.
- The date and time you access our site.
- The pages you visit on our site.
- The amount of time spent on the site.

Some parts of the Dreams to Keys Realty website may use a "cookie," which is a file placed on your computer hard drive, which allows the Dreams to Keys Realty Web server to log the pages you use in the Dreams to Keys Realty site and to determine if you have visited the site before. The Dreams to Keys Realty server uses this information to provide certain features during your visit to the Web site. You can set your browser to warn you when placement of a cookie is requested and decide whether or not to accept it. By rejecting a cookie, some of the features available on the site may not function properly. We do **not** use cookies to collect personal information (email address, etc.)

Throughout the website there may be forms to request information, products, and services. These forms typically ask for contact information (such as your phone, address, or e-mail address), financial information (such as your credit card numbers), and demographic information (for example, company product categories, areas of interest, location, etc.) Contact information from these forms is used to send the products, promotional materials, or membership information that you request.

## How Information Collected is Used

Demographic and profile data collected at our site may be added to a database maintained by

Dreams to Keys Realty LLC to customize your website experience. It may be used to contact users of the web site for online surveys or advocacy purposes if the user has indicated an interest. No personal information is ever shared or sold to a third party.

Dreams to Keys Realty LLC uses Google Analytics to improve our ability to attract customers that are looking for services we provide.

We partner with Microsoft Clarity and Microsoft Advertising to capture how you use and interact with our website through behavioral metrics, heatmaps, and session replay to improve and market our products/services. Website usage data is captured using first and third-party cookies and other tracking technologies to determine the popularity of products/services and online activity. Additionally, we use this information for site optimization, fraud/security purposes, and advertising.

By using this site, users agree to data collection use by Dreams to Keys Realty LLC, Follow Up Boss, Google Analytics, Beacons, Microsoft Clarity, and Microsoft Advertising. For more information about how Microsoft collects and uses your data, visit the [Microsoft Privacy Statement](#). For more information about how Follow Up Boss collects and uses your data, visit the [Follow Up Boss Privacy Policy](#). For more information about how Google Analytics, visit the [Google Privacy Policy](#). For more information about how Beacons collects and uses your data, visit the [Beacons Privacy Policy](#).

## Links to Other Sites

The website contains links to other sites. Dreams to Keys Realty LLC is not responsible for the privacy practices of such websites. Inclusion of links to an outside website, whether in an advertisement or content area of Dreams to Keys Realty's website, is not an endorsement of the website or a guarantee that the information it contains is accurate.

## Public Forums

This site makes list servers and Web forums available to its users. Any information that is disclosed in these areas becomes public information, and you should exercise caution when deciding to disclose personal or business information.

## Security

This site uses physical, electronic, and managerial procedures to protect information collected online including firewalls to protect the loss, misuse, and alteration of the information under our control. The use of these security measures is not a guarantee that information supplied over the Internet will not be intercepted.

## Notice to California residents

**Scope.** This section describes how we collect, use, and share the personal information of California residents as a "business" under the California Consumer Privacy Act ("CCPA") and their rights with respect to their

Personal Information. For purposes of this section, “personal information” has the meaning given in the CCPA but does not include information exempted from the scope of the CCPA.

**Your California privacy rights.** As a California resident, you have the rights listed below. However, these rights are not absolute, and in certain cases we may decline your request as permitted by law.

Know. You can request the following information about how we have collected and used your Personal Information during the past 12 months:

- The categories of personal information we have collected.
- The categories of sources from which we collected personal information.
- The business or commercial purpose for collecting, sharing and/or selling personal information.
- The categories of personal information that we sold or disclosed for a business purpose.
- The categories of third parties to whom the personal information was sold, shared, or disclosed for a business purpose.
- Access. You can request a copy of the personal information that we have collected about you.
- Deletion. You can ask us to delete the personal information that we have collected from you.
- Nondiscrimination. You are entitled to exercise the rights described above free from discrimination as prohibited by the CCPA.
- Correction. You can ask us to correct inaccurate personal information that we have collected about you.

## How to exercise your rights

You may submit requests to exercise your California privacy rights described above as follows:

Right to know, access, correction, and deletion. You may submit requests to exercise your right to information, access, correction, or deletion by:

- Emailing [jelaune.strong@dtkrealty.com](mailto:jelaune.strong@dtkrealty.com)

We cannot process your request if you do not provide us with sufficient detail to allow us to understand and respond to it.

We will need to verify your identity to process your information, access, correction, and deletion requests and reserve the right to confirm your California residency. To verify your identity, we may require government identification, a declaration under penalty of perjury, or other information, where permitted by law.

Under the CCPA, you may enable an authorized agent to make a request on your behalf upon. However, we may need to verify your authorized agent’s identity and authority to act on your behalf. We may require a copy of a valid power of attorney given to your authorized agent pursuant to applicable law. If you have not provided your agent with such a power of attorney, we may ask you to take additional steps permitted by law to verify that your request is authorized, such as by providing your agent with written and

signed permission to exercise your rights on your behalf, the information we request to verify your identity, and confirmation that you have given the authorized agent permission to submit the request.

Information practices. The following describes our practices currently and during the past 12 months:

- **Sources and purposes.** We collect all categories of personal information from the sources described in the section above entitled “Personal information we collect” and use them for the business/commercial purposes described in the section above entitled “How we use your personal information.”
- **Sales/sharing.** We do not “sell” or “share” personal information as defined by the CCPA and have not sold or shared personal information in the preceding 12 months. We do not have actual knowledge that we have sold or shared the personal information of California residents under 16 years of age.
- **Sensitive personal information.** We do not use or disclose sensitive personal information for purposes that California residents have a right to limit under the CCPA.
- **Retention.** The criteria for deciding how long to retain personal information is generally based on whether such a period is sufficient to fulfill the purposes for which we collected it as described in this notice, including complying with our legal obligations.
- **Deidentification.** We do not attempt to reidentify deidentified information derived from personal information, except that we may do so to test whether our deidentification processes comply with applicable law.

Personal information that we collect, use, and disclose. The chart below describes the personal information we collected and disclosed during the 12 months preceding the effective date of this Privacy Policy by reference to the categories of personal information specified in the CCPA (California Civil Code § 1798.140). Information you voluntarily provide to us, such as in free-form webforms, may contain other categories of personal information not described below.

## Choice/Opt-Out or Corrections/Updates

Users of our website have the opportunity to opt-out of receiving communications from us and our partners. If you no longer wish to receive any future communications or need to change or modify information previously provided;

1. You can send an email to [jelaune.strong@dtkrealty.com](mailto:jelaune.strong@dtkrealty.com).

## Change in Terms of Privacy

Dreams to Keys Realty LLC reserves the right to alter its privacy policies. Any changes to the policy will be posted on this page. This site is controlled and operated by Dreams to Keys Realty LLC from its offices within the United States. Dreams to Keys Realty LLC makes no representations that materials, information, or content available on or through this site are appropriate or available for use in other locations, and access to them from territories where such materials, information, or content are illegal is prohibited. Those who

choose to access this site from other locations do so on their own volition and are responsible for compliance with applicable local laws.

## Site Content

You may access, download, and print materials on this website for your personal and non-commercial use. You may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information, software, products, or services obtained from this website without first obtaining written consent from Dreams to Keys Realty LLC. Furthermore, you may not use the materials found on this website on any other websites or in a networked environment without first obtaining written consent from Dreams to Keys Realty LLC.

All materials on this site (as well as the organization and layout of the site) are owned and copyrighted by Dreams to Keys Realty LLC. All rights reserved. No reproduction, distribution, or transmission of the copyrighted materials at this site is permitted without the written permission of Dreams to Keys Realty LLC.

## Spam Policy

Member/coach contact information included on Dreams to Keys Realty's website is **not** posted for the purpose of promoting/marketing products/services to coaches but is primarily posted for the purpose of allowing potential clients of a coach to connect with a coach. All other email and electronic communications with members should adhere to the following principles:

1. You should have a prior relationship with the person receiving your email. (Someone giving you their business card is acceptable in this regard—it implies permission to get in contact.  
  
Similarly, if someone has sent you an email.)
2. A valid "from" and "reply to" address must be included with each message.
3. If you have a subscription list, you should send a confirmation email that the person wishes to be on the list.
4. There should always be a quick way to unsubscribe from any mail list.
5. Any request to cease mailing from an individual or organization should be quickly honored.
6. A complaint involving a breach of this policy may be considered a violation of the Dreams to Keys Realty Code of Ethics, and therefore should be referred to the Independent Review Board for their consideration. Should they find a breach occurred, remedies may be required. Sanctions may also be imposed such as suspending or terminating the coach's membership and/or credential with the Dreams to Keys Realty LLC.

Please note that spam laws and regulations above and beyond Dreams to Keys Realty's policies may apply to commercial electronic messages sent to individuals who have elected to list their contact information on the dtkrealty.com website.

## Contacting the Website

If you have any questions about this privacy statement, the practices of this site, or your dealings with this website, please contact the following:

Dreams to Keys Realty LLC

[jeleine.strong@dtkrealty.com](mailto:jeleine.strong@dtkrealty.com)

## Terms of Service

Welcome to Dreams to Keys Realty LLC! These Terms of Service ("Terms") govern your use of our websites, accessible at [www.dtkrealty.com](http://www.dtkrealty.com) and [www.dreamstokeysrealty.com](http://www.dreamstokeysrealty.com), and any related services provided by Dreams to Keys Realty LLC ("we", "us" or "our").

By accessing or using our website, you agree to be bound by these Terms. If you disagree with any part of the terms, then you may not access the website.

### 1. Use of Our Website

1.1. You must be at least 18 years of age to use our website; by using our website or agreeing to these Terms, you warrant and represent to us that you are at least 18 years of age.

1.2. Our website uses cookies; by using our website or agreeing to these Terms, you consent to our use of cookies in accordance with the terms of our Privacy Policy.

### 2. Intellectual Property Rights

2.1. Unless otherwise indicated, we own all rights to the intellectual property and material contained on our website, and all such rights are reserved.

2.2. You may access and view the content on our website for personal and non-commercial use only. You may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information, software, products, or services obtained from our website without our prior written consent.

### 3. User Content

3.1. "User Content" means any and all information and content that a user submits to or creates on our website. You are solely responsible for your User Content. You assume all risks associated with use of your User Content, including any reliance on its accuracy, completeness, or usefulness by others, or any disclosure of your User Content that personally identifies you or any third party.

3.2. By submitting User Content to us, you grant us a worldwide, irrevocable, non-exclusive, royalty-free license to use, reproduce, adapt, publish, translate, and distribute your User Content in any existing or future media.

## **4. Limitation of Liability**

4.1. To the fullest extent permitted by applicable law, in no event will Dreams to Keys Realty LLC, its affiliates, officers, directors, employees, agents, suppliers, or licensors be liable to any person for any indirect, incidental, special, punitive, cover or consequential damages (including, without limitation, damages for lost profits, revenue, sales, goodwill, use of content, impact on business, business interruption, loss of anticipated savings, loss of business opportunity) however caused, under any theory of liability, including, without limitation, contract, tort, warranty, breach of statutory duty, negligence or otherwise, even if Dreams to Keys Realty LLC has been advised as to the possibility of such damages or could have foreseen such damages.

## **5. Indemnification**

5.1. You agree to indemnify and hold Dreams to Keys Realty LLC and its affiliates, officers, directors, agents, and employees harmless from any liabilities, claims, losses, damages, costs, and expenses, including attorney's fees, that arise from your use or misuse of our website, violation of these Terms, or infringement of any intellectual property or other right of any person or entity.

## **6. Governing Law**

6.1. These Terms shall be governed by and construed in accordance with the laws of Lawrenceville, Georgia, USA, and any disputes relating to these terms and conditions will be subject to the exclusive jurisdiction of the courts of Lawrenceville, Georgia, USA.

## **7. Changes to Terms**

7.1. We reserve the right, at our sole discretion, to modify or replace these Terms at any time. If a revision is material, we will try to provide at least 30 days' notice prior to any new terms taking effect. What constitutes a material change will be determined at our sole discretion.

By continuing to access or use our website after those revisions become effective, you agree to be bound by the revised terms. If you do not agree to the new terms, please stop using the website.

If you have any questions about these Terms, please contact us at [jelaune.strong@dtkrealty.com](mailto:jelaune.strong@dtkrealty.com).

These Terms of Service were last updated on April 20, 2024.