



## NOTICE ON COLLECTION OF PERSONAL INFORMATION

### Collection and Use of Personal Information

The Department of Consumer Affairs (DCA) and the Landscape Architects Technical Committee (LATC) collect the information requested on this form as authorized by Business and Professions Code sections 325 and 326 and the Information Practices Act (Civil Code section 1798 et seq.). The Department and/or the LATC use this information to follow up on your complaint in accordance with DCA's Privacy Policy.

### Providing Personal Information is Voluntary

You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your name, home address, or home telephone number, you may opt to remain anonymous. The LATC will not be able to contact you for information or provide updates on the status or resolution of your complaint if you choose this option.

### Access to Your Information

You may review the records maintained by the LATC that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

### Possible Disclosure of Personal Information

The LATC makes every effort to protect the personal information you provide. However, in order to follow up on your complaint, we may need to share the information you provided with the licensee you complained about or with other government agencies. This may include sharing any personal information you provided.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code section 7920.000 et seq.), as allowed by the Information Practices Act.
- Disclosure to another government agency as required by state or federal law.
- In response to a court or administrative order, a subpoena, or a search warrant.

### Contact Information

For questions about this notice or access to your records, you may contact the LATC at 2420 Del Paso Road Suite 105, Sacramento, CA 95834, (916) 575-7230 or email [latc@dca.ca.gov](mailto:latc@dca.ca.gov). For questions about the DCA's privacy policy or the Information Practices Act, contact the Office of Privacy Protection, 1625 North Market Boulevard, Sacramento, CA 95834, (866) 785-9663, or email [privacy@dca.ca.gov](mailto:privacy@dca.ca.gov).