



# Privacy Policy

## HABITAT FOR HUMANITY TUCSON

**We do not sell information about you.**

### **Privacy Notice to our Donors, Volunteers, Customers and Employees**

As our donor, volunteer, customer or employee, you have a right to know how we protect the privacy of the personal information you share with us. We believe your knowledge of our privacy principles and practices will confirm the trust you have placed in us.

### **What Personal or Corporate Information Do We Collect?**

The type of information that we collect includes:

- Information you provide on a check or letterhead.
- Information about your business and/or history with us.
- Information you provide on an application or other form (for example, name, address, social security number, or income)
- Information from credit reporting agencies and information to verify employment or income.
- Information we get from other sources such as your website and other organizations to verify your status and reputation in the community.

Most of the information we collect is obtained from you. We collect information needed only to service and administer your business with us.

### **How Do We Use and Disclose Your Information?**

The main use of your information is to confirm your identity in the course of business that we perform at your request, to record gifts and contributions, to record and track

volunteer hours, to consider you for employment, or to record real estate transactions with you.

Information may be disclosed to other entities that provide services to us related to your business with us. This includes administrative and audit services. Before we disclose your information, these entities must agree to keep it private. We have contracted the services of a banking partner to process credit card donations submitted online. Our banking partner's secured server encrypts your credit card information so that it may be safely transmitted over the Web. Your credit card information will not be released to any other party. We may also share information with our corporate headquarters, Habitat for Humanity International (HFHI).

If necessary, we disclose information when it is required by law. An example is a routine filing to the Internal Revenue Service. We may also disclose certain information to other entities to help us report or prevent fraud. Examples are reports to a regulatory or law enforcement agency.

### **How Do We Protect the Security of Your Information?**

Our policy is to maintain physical, electronic, and procedural safeguards to protect the confidentiality of your information. Access to this information is available only to those people who need to know it in order to service your business. Should your relationship with us end, we will continue to follow the privacy policies described in this notice to the extent that we retain information about you. If we no longer need to retain that information, we will dispose of it in a secure manner.

If service providers are used in connection with covered accounts, Habitat for Humanity Tucson (HFHT) will ensure that the activities of service providers are conducted pursuant to reasonable policies and procedures that comply with the Red Flag Rules which implement sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003. Red Flag means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

HFHT will review unusual account activity, fraud alerts on a consumer report, or attempted use of suspicious account application documents. HFHT will review notices received from customers, employees, donors, victims of identity theft, law enforcement authorities, or other persons regarding the possible identity theft in connection with covered accounts held by HFHT. HFHT will provide appropriate responses that would prevent and mitigate the crime and detail a plan to update the program.

The Director of Homeowner Services will be responsible for the protection of all homeowner identification. The Office Manager and/or designee will be responsible for the protection of all personnel information retained on all employees of HFHT and the

Director of Community Development Officer will be responsible for the protection of all donor information obtained by HFHT.

HFHT will respond appropriately when it detects or is alerted to possible unauthorized access to a donor, customer, employee or volunteer records or personal information. Appropriate responses may include the following:

- (a) Monitoring a covered account for evidence of identity theft;
- (b) Contacting the donor, customer, employee, or volunteer
- (c) Changing any passwords, security codes, or other security devices that permit access to a covered account;
- (d) Reopening a covered account with a new account number;
- (e) Not opening a new covered account;
- (f) Closing an existing covered account;
- (g) Notifying law enforcement; or
- (h) Determining that no response is warranted under the particular circumstances.

## **Website Privacy Policy**

We have created this statement to demonstrate our firm commitment to your privacy. We do not collect personally identifying information about you when you visit our site, unless you choose to provide such information to us. Providing such information is strictly voluntary. This policy is your guide to how we will handle information we learn about you from your visit to our Web site.

### **Online Profile Updates and Donations**

If you complete the Profile update form and share your personally identifying information, this information will be used only to provide you with more targeted content. We may use your contact information to send further information about our organization or to contact you when necessary. You may always opt-out of receiving future mailings; see the “Opt Out” section below.

### **Sending us an Email**

You also may decide to send us personally identifying information, for example, in an electronic mail message containing a question or comment, or by filling out a Web form that provides us this information. We use personally identifying information from email primarily to respond to your requests. We may forward your email to other employees who are better able to answer your questions. We may also use your email to contact you in the future about our programs that may be of interest.

We will not obtain personally identifying information about you when you visit our site, unless you choose to provide such information to us. Providing such information is strictly voluntary. Except as might be required by law, we do not share any information we receive with any outside parties. If you sign up for one

of our email lists, we will only send you the kinds of information you have requested. We won't share your name or email address with outside parties.

### **Opt-Out or Change Your Contact Information**

Our site provides users the opportunity to opt-out of receiving communications from us through a special online form. You may choose to receive only specific communications or none at all. You may also update your contact information previously provided to us through another online form or by emailing your request to [info@habitattucson.org](mailto:info@habitattucson.org).

### **Use of Links**

Throughout our Web pages, we provide links to other servers which may contain information of interest to our readers. We take no responsibility for, and exercise no control over, the organizations, views, or accuracy of the information contained on other servers.

Creating a text link from your Web site to our site does not require permission. If you have a link you'd like us to consider adding to our Web site, please send an email to [info@habitattucson.org](mailto:info@habitattucson.org) with the subject "Link request."

### **Use of Text and Images**

If you would like to publish information that you find on our Web site, please send your request to [info@habitattucson.org](mailto:info@habitattucson.org). Where text or images are posted on our site with the permission of the original copyright holder, a copyright statement appears at the bottom of the page. For information about using our logo and images please contact the media team at [info@habitattucson.org](mailto:info@habitattucson.org).

### **Questions about our policies**

If you have any questions about this privacy statement, the practices of this site, or your dealings with this Web site, you can contact us at: [info@habitattucson.org](mailto:info@habitattucson.org).