



## A.12 Privacy Policy

### A.12.1 Purpose

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.

This Privacy Policy applies to the personal data provided to Habitat for Humanity Tucson when you make a donation, register for an event, sign up for a newsletter, purchase a product, submit a program or employment application or otherwise provide us with information in person, or any Habitat for Humanity Tucson website. It also applies to personal data you may provide to Habitat for Humanity Tucson via telephone, email, regular mail, social media, texting, mobile applications, at a special event, in response to a solicitation or face-to-face.

### A.12.2 Policy

#### 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 you provide to keep a record of donations made.
- Information to support volunteers, such as during build or fundraising events.
- 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.

The information we collect is obtained from you. We collect information needed only to service and administer your relationship with us. All sensitive personal data is stored on a password-protected system to which only a limited number of relevant, trained staff or volunteers have access.

## How Do We Use and Disclose Your Information?

Habitat for Humanity Tucson will use your personal information for the following purposes:

### a. For administrative reasons, including:

- “service administration”, which means that Habitat may contact you for reasons related to administering any donations you have made, the completion of applications or transactions you have entered into with us, or the program activity or online content you have signed up for;
- to confirm receipt of donations (unless you have asked us not to do this), and to say thank you and provide details of how your donation might be used;
- in relation to correspondence you have entered into with us whether by letter, email, text, social media, message board or any other means, and to contact you about any content you provide;
- for internal record keeping so as to keep a record of your relationship with us;
- to complete sales transactions you have entered into with us, for example at the HabiStore;
- to implement any instructions you give us with regard to withdrawing consent to send marketing information;
- to use IP addresses to identify the location of users, to block disruptive use and to establish the number of visits from different countries.

Habitat will contact you for marketing purposes—for example, to keep you up to date on our work, or let you know how you can support that work—only where we have your consent or we are otherwise allowed to do so because of your prior engagement with Habitat for Humanity Tucson. We will make it easy for you to tell us if you would like to receive marketing communications from us and hear more about our work and the ways in which you would like to receive this information. We will not send you marketing material if you tell us that you do not wish to receive it.

## Donor Privacy

Habitat for Humanity Tucson will not share or sell a donor’s personal information with anyone else, nor send donor mailings on behalf of other organizations. We do not share or sell donor information or personal information about you. Habitat holds all communications with donors, and information concerning donors and prospective donors in strict confidence, subject to legally authorized and enforceable requests for information by government agencies and courts. Outside of use internally within Habitat, all other requests for or releases of information concerning Habitat Tucson donors or a prospective donor will be granted only if permission is first obtained from the donor.

## Habitat for Humanity Tucson Use of Cookies

For visitors to our electronic platforms and social media pages, cookies are used and enabled to us to improve our services, for example:

- remembering if you are logged in so you can move around the website without having to log in again on each page (for example if you are in checkout);
- measuring how many people are using each page of the website and for how long so that we can try to improve the quality of our website;
- enabling you to view content shared on social media or sharing sites, such as YouTube or Twitter.

If you reside in the United States or Canada, cookies may also be used for “re-targeting” in advertising campaigns so that third-party vendors can display advertising to you about Habitat for Humanity Tucson or other related entities as you use the internet. If you wish to restrict or block the cookies set by the Habitat, you can do this through your computer or device’s browser settings. The Help function within your browser should tell you how.

## 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.

We may need to share your information with service providers who help deliver our projects and fundraising activities. These “data processors” will only act under our instruction and are subject to contractual obligations containing strict data protection clauses. We do not allow these organizations to use your data for their own purposes or disclose it to other third parties, and we will take all reasonable care to ensure that they keep your data secure.

Habitat Tucson will review unusual account activity, fraud alerts on a consumer report, or attempted use of suspicious account application documents. We 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 Habitat Tucson. Habitat will provide appropriate responses that would prevent and mitigate the crime and detail a plan to update the program.

Habitat Tucson 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.