

## PRIVACY POLICY

### OUR COMMITMENT TO YOUR PRIVACY

The sweethearts Foundation knows that you care how information about you is used and shared, and we appreciate you trusting that we will do so carefully and sensibly. To better protect your privacy, we provide this Privacy Policy explaining our practices and the choices you can make about the way your information is collected and used by the sweethearts Foundation. The information below explains our policy regarding your privacy, both online and offline. By visiting [www.sweetheartsfoundation.org](http://www.sweetheartsfoundation.org) or sharing personal information with the sweethearts Foundation you are accepting the practices described in this Privacy Notice.

Our [www.sweetheartsfoundation.org](http://www.sweetheartsfoundation.org) website is maintained by the sweethearts Foundation.

### WHAT PERSONALLY IDENTIFIABLE INFORMATION IS COLLECTED BY THE SWEETHEARTS FOUNDATION?

When you visit our website or make a donation online or offline, you may provide us with personal information (such as name, address, email address, telephone numbers) that you knowingly choose to disclose, which is collected on an individual basis for various purposes. These purposes include registering to receive email newsletters or other materials, requesting further information from us about projects and services, donating to us, making requests, submitting a form on our website, or simply asking a question. We receive and store any information you enter on our website or give us in any other way, whether it is online or offline. We ask for personal information so that we can fulfil your request and return your message. This information is retained and used in accordance with existing laws, rules, regulations, and other policies. The sweethearts Foundation does not collect personal information from you unless you provide it to us. If you choose not to provide any of that information, we may not be able to fulfil your request. This means that you can



visit our site without telling us who you are or revealing any personally identifiable information about yourself.

## **THE WAY WE USE INFORMATION**

When you supply information about yourself for a specific purpose, we use the information for only that purpose (such as to provide the service or information you have requested). For example, you may be asked to give us individual information to receive information, to make a donation, or for an application for a wheelchair. Similarly, we use information you provide about yourself or someone else when completing a request. We do not share this information with outside parties except to the extent necessary to complete that request.

You can register with our website if you would like to receive updates on our new projects.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

The Sweethearts Foundation does not sell, rent, give-away or share its email addresses or other personal contact information with outside sources. The Sweethearts Foundation also does not send mailings on behalf of other organisations.

## **OUR COMMITMENT TO DATA SECURITY**

Personally identifiable information is not publicly accessible. Further, personally identifiable information is only accessed by the Sweethearts Foundation personnel on a "need to know" basis.

## **CHOICE/OPT-OUT**

If you have registered to receive communications from us and later change your mind, you may contact us to have your name and contact information removed from our distribution lists. You have the following options to do this:

You can send an email to: [sweethearts@sweetheartsfoundation.org](mailto:sweethearts@sweetheartsfoundation.org)



## **CORRECT/UPDATE**

If you would like to verify the data we have received from you or to make corrections to it, you may contact us directly at the email and mail addresses provided above.

## **ONLINE OR OFFLINE REGISTRATION INFORMATION**

You will provide us with information about yourself and your organization when you register for fundraising, donations and make requests. This information is not used for any other purpose than to fulfill your request and is not shared with outside parties.

## **LINKS**

This website may contain links to other Web sites. Please note that when you click on one of these links, you are entering another site. We encourage you to read the privacy statements of these linked websites as their privacy policy may differ from ours.

## **EMAIL LINKS**

We use email links located on this site to allow you to contact us directly via email. We use the information provided in your email to respond to your questions or comments. We may also store your comments for future reference.

## **EMAIL COMMUNICATIONS**

We publish an e-newsletter that is sent periodically to persons who have subscribed. The e-newsletter is distributed by email, although back issues may also be viewed on our website. You may subscribe to or unsubscribe from the e-newsletter at any time. Occasionally we may send announcements about the sweethearts Foundation events.

## **CHANGES TO THIS PRIVACY STATEMENT**

Changing business practices and circumstances may require that we make changes to this privacy policy from time to time. Any changes will be reflected on this website. The sweethearts Foundation reserves the right to modify its website and/or this Privacy Policy at any time and donors and visitors are deemed to be apprised of and bound by any such modifications. Our goal is to provide all services to donors or visitors in an accessible, efficient and friendly manner while maintaining their privacy. If you have comments or questions regarding privacy, please contact us.



## **LEGAL DISCLAIMER**

We may disclose personal information when required by law or in the good-faith belief that such action is necessary in order to conform to the edicts of the law or comply with legal process served on the sweethearts Foundation.

## **FOR MORE INFORMATION**

If you have any questions, concerns or comments about your privacy, please send us a description of your concern via email to [sweethearts@sweetheartsfoundation.org](mailto:sweethearts@sweetheartsfoundation.org).

