

# HEAVEN SENT MINISTRIES

## DONOR PRIVACY POLICY

### **What Information We Collect and How We Use That Information**

Thank you for joining us in our mission! Our registration forms require users to give us contact information that may include name, email address, format preference (HTML vs. Text), address, interests, and similar information. This information is used to analyze trends and deliver customized, personal content. Heaven Sent Ministries (HSM) does not share, rent, sell, or distribute our database to others outside of the HSM family. That may include outside organizations that are helping us further the cause and mission of HSM. This may include third parties that we have partnered with to assist us in the cause. Personal information gathered by our organization is kept in confidence within the HSM Family. Our personnel, volunteers and vendors are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. We may use third parties to perform functions in connection with this Site and in offline business operations (for example, payment processing). We may share information about you with these third parties, or allow these third parties to collect information about you on our behalf, that they need to perform their functions and in accordance with our agreements with them.

If we become involved in a merger, acquisition, sale of assets, joint venture, bankruptcy, reorganization, dissolution, conversion or other transaction, we may share or transfer your information to a third party or parties in connection therewith.

We may disclose information about you to third parties to comply with law, in response to subpoenas, warrants, or court orders, or in connection with any legal process or to cooperate with government or law enforcement officials or private parties to the extent permitted or required by law; to protect our rights, reputation, safety and property, or that of our users or others (for example, protecting the security of this Site); to protect against potential liability; to establish or exercise our rights to defend against legal claims; or to investigate, prevent or take action regarding suspected illegal activities, suspected fraud, the rights, reputation, safety or property of us, users or others, violation of our policies or agreements or as otherwise permitted or required by law.

Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. At times, donor names may be included in publications or on our website, however, addresses or other personal

information are never disclosed. If a donor wishes to remain anonymous, HSM will gladly remove their information from such lists. HSM also takes measures to ensure that the integrity of this information is maintained and to prevent it from being lost or destroyed. We do not request or store sensitive information from our visitors, such as credit card or social security numbers.

### **Internet Protocol Address**

We collect an IP address from all visitors to our Site. An IP address is a number that is automatically assigned to your computer when you use the Internet. We use IP addresses to help diagnose problems with our server, administer our Site, track users' movement, and gather broad demographic information for aggregate use in order for us to improve the site. IP addresses are not linked to personally identifiable information.

### **Use of "Cookies"**

Our Site may use cookies to enhance your experience while using our Site. Cookies are pieces of information that some Web sites transfer to the computer that is browsing that Web site and are used for record-keeping purposes at many Web sites. Use of cookies makes Web-surfing easier by performing certain functions such as saving your passwords, your personal preferences regarding your use of the particular Web site and to make sure you don't see the same ad repeatedly. Many consider the use of cookies to be an industry standard.

Your browser is probably set to accept cookies. However, if you would prefer not to receive cookies, you can alter the configuration of your browser to refuse cookies. If you choose to have your browser refuse cookies, it is possible that some areas of our Site will not function properly when you view them.

### **Use of Links**

On the HSM website, we may 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 the other servers.

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

If you would like to publish information that you find on our Website, please send your request to [info@hsminc.org](mailto:info@hsminc.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.

### **Website Privacy Policy**

We have a firm commitment to your privacy. We do not collect personal 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 visits to our website.

### **Reading or Downloading**

We collect and store only the following information about you: the name of the domain from which you access the internet (for example, google.com if you are connecting from a Google account, or university.edu if you are connecting from a university's domain), the date and time you access our site, and the internet address from which you linked to our site.

We make use the information we collect to measure the number of visitors to the different sections of our site and to help us make our site more useful to visitors.

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

If you share your personal identifying information, this information will be used only to provide you with more personalized website content. We may use your contact information to send further information about our organization or to contact you when necessary. If you register to volunteer for a Heaven Sent Ministries Hunger Challenge meal packaging event, your profile information may be shared with the Hunger Challenge event host for the purpose of providing you additional information regarding the packaging event. You may always opt-out of receiving future mailings by contacting [info@hsminc.org](mailto:info@hsminc.org).

### **Sending us an Email**

You also may decide to send us personal identifying information, for example, in an email message containing a question or comment, or by filling out a web form that provides us with this information. We use personal identifying information from email primarily to respond to your requests. We may forward your email to other HSM staff members 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 personal identifying information about you when you visit our website, 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.

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

Our site provides users the opportunity to opt-out of receiving communications from us through contacting [info@hsminc.org](mailto:info@hsminc.org) or by calling us at 1-304-425-7120

You may choose to receive only specific communications or none at all. You may also update your contact information previously provided to us through contacting us at [info@hsminc.org](mailto:info@hsminc.org) or by calling us at 1-304-425-7120.

### **Photo & Video Disclaimer**

Heaven Sent Ministries reserves the right to use any photograph/video taken at any event sponsored by HSM, without the expressed written permission of those included within the photograph/video. HSM may use the photograph/video in publications or other media material produced, used or contracted by HSM including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc.

To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

A person attending a HSM event who does not wish to have their image recorded for distribution should make their wishes known to the photographer, and/or the event organizers, and/or contact HSM at PO Box 5392, Princeton, WV 24740, in writing of his/her intentions and include a photograph. HSM will use the photo for identification purposes and will hold it in confidence.

By participating in a HSM event or by failing to notify HSM, in writing, your desire to not have your photograph used by HSM, you are agreeing to release, defend, hold harmless and indemnify HSM from any and all claims involving the use of your picture or likeness.

Any person or organization not affiliated with HSM may not use, copy, alter or modify HSM photographs, graphics, videography or other, similar reproductions or recordings without the advance written permission of an authorized designee from HSM.

### **Questions about our policies**

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

Lyle Mullins, President