

## Fonkoze USA (on behalf of SFF) – Privacy Policy (November 2018)

Your privacy on the Internet is of utmost importance to Fonkoze USA and its partners in Haiti (Sèvis Finansye Fonkoze (SFF) and Fonkoze Foundation). This privacy statement describes Fonkoze USA's policy concerning the gathering and sharing of visitors' information through the Fonkoze web site. By visiting this website, you are accepting the practices described herein. We may update this Policy from time to time, so please check this Policy periodically for changes.

### What is the effective date of this policy?

This Policy is effective as of the "last updated and effective" date set out at the top of this page.

### What information does Fonkoze USA collect?

#### Normal website usage

In general, you can browse the Fonkoze site without telling us who you are or revealing any personal information about yourself. The only information we gather during general browsing is from standard server logs. These include your IP (Internet Protocol) address, domain name, browser type, operating system, and information such as the web site that referred you to us, the files you downloaded, the pages you visit, and the dates/times of those visits. This information is gathered to help us improve the functionality and user experience on the site and is never sold to any third party.

#### Collection of personally identifiable information

If you register for a newsletter, order a book or other merchandise, request information, provide feedback, apply for a job, join an electronic mailing list, you will be asked to provide personal information such as your name, postal address and e-mail address. This information is collected only with your knowledge and permission, is retained in Fonkoze USA's database, and is never sold to any third party.

Note: We may use tracking technologies such as "pixels", to allow our servers to automatically record information that a user's browser sends whenever he/she visits our Site. This information includes the time and date, the user's Internet Protocol address, geographic location (zip code, area code and/or time zone), browser type and version, what Site pages the user visits, duration of the Site visit, and technical information that identifies the type of mobile device(s) used. We use this information to analyze how our users use our Site, to improve our Site's functionality and ease of use and the way we communicate to users. We may also use this information to deliver content, including ads that are relevant to our mission.

#### Donations via Fonkoze.org

Donations made online (via <https://fonkoze.org>, <https://give.fonkoze.org>) to Fonkoze USA are secure. When you make a donation online, we ask for your name, address, daytime phone, e-mail address, and credit card information. We use your information to process your donation(s) and to verify credit card data. We use your mailing address to send your tax-deductible receipt(s) and to keep you informed about what we are doing in Haiti and the U.S. We use the honoree email addresses you submit only to send honor cards for mailing purposes or correspondence. Please refer to Donation Information and Secure Transactions (below) for more detailed information on donation processing and privacy. Fonkoze USA maintains a written policy to discontinue contacting any person upon that person's oral or written request directed to Fonkoze USA, its fundraiser or other agents. If you would like us to either discontinue or limit how we contact you, please notify us by phone at 202-628-9033 or by email at [fonkozeusa@fonkoze.org](mailto:fonkozeusa@fonkoze.org).

#### Donation Information and Secure Transactions

Fonkoze USA processes donations using Blackbaud's Spark service. Please see Blackbaud's website for their privacy policy. Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page. While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, processing donations) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

### What does Fonkoze do with the information it collects?

#### Normal web usage

The information gathered during general browsing of the "fonkoze.org" domain is used to analyze trends and usage of the Fonkoze site and to improve the usefulness of the site. It is not connected with any personal information. However, if you have registered with Fonkoze in connection with any activity on the Fonkoze site, the information we collect about your normal web usage will be identifiable to you.

#### Personally identifiable information

Fonkoze may use the personal information you provide to:

- Contact you at your request
- Manage and process your job application;
- Confirm your donations, purchases and registrations on the site;
- Obtain payment for donations and/or purchases through the site (via credit card);
- "Remember" your online profile and preferences;
- Undertake internal statistical analysis.

**What if I don't want to provide personal information?**

Providing personal information on the Fonkoze web site is optional. If you choose not to provide personal information, you can still browse and use the Fonkoze site, but you will not be able to carry out certain actions such as purchasing items, registering for a newsletter, or applying for a job.

**Opting out and changing your information**

At any time, you can cancel or modify your information by contacting us via email at [fonkozeusa@fonkoze.org](mailto:fonkozeusa@fonkoze.org), by phone at (202) 628-9033. If you no longer wish to receive our announcements by e-mail, you may unsubscribe from receiving them at any time by clicking the "Unsubscribe" link at the bottom of our e-mails and following subsequent instructions, or by writing to us at [fonkozeusa@fonkoze.org](mailto:fonkozeusa@fonkoze.org). If you e-mail us to change your contact preferences, we will implement your requested changes within a reasonable period of time. Please note that your requested changes will not be effective until we implement such changes. Please also note that you cannot unsubscribe from certain correspondence from us, such as messages relating to your donation transactions.

**Security**

We do not sell or share any personally identifiable information volunteered on the Fonkoze site to any unrelated third party without prior consent. We may, however, share some user information with our Haiti partners (Fonkoze Foundation and Fonkoze Financial Services) so that the whole Fonkoze family can respond to your needs. Any information provided to Fonkoze by users of the Fonkoze site is held with the utmost care and security, and will not be used in ways other than as set forth in this privacy policy, or in any site-specific policies, or in ways to which you have not explicitly consented. Fonkoze USA employs a range of techniques and security measures to protect the information maintained on our system from loss, misuse, unauthorized access or disclosure, alteration, or destruction.

However, Fonkoze USA assumes no responsibility for the security of information.

**Notification of changes**

Changes to this privacy policy will be posted here.

**Contact**

For questions regarding this privacy policy, please contact us at [fonkozeusa@fonkoze.org](mailto:fonkozeusa@fonkoze.org) or (202) 628-9033.