



## **Donor and Online Privacy Policy**

Musana Community Development Organization (MCDO) is a registered 501(c)3 nonprofit with operations in the state of Colorado. The following outlines how we protect the verbal, written or online information gathered by the organization. Physical, electronic and managerial procedures have been employed to safeguard the security and integrity of personal information.

We collect personal information such as: first and last name, address, city, state, phone number and email address.

### **What other information may be collected?**

In addition to personal information collected (name, address, phone, and email address), other information pertaining to donations will be collected, such as credit card numbers and bank information. This information is for donation purposes only.

### **How information is collected?**

We will use your personal information only for the purpose for which it is submitted, such as to reply to your emails, handle your inquires, send you acknowledgements of your support and Musana related communications. While most personal information is collected on our website, there may be a box where you may indicate you would like to be on a mailing list to receive information. At any time you can add or remove your name from receiving communications by emailing us at [info@musana.org](mailto:info@musana.org).

In addition to gathering information online, we request information during participation at our stateside events, volunteer related trips, and onsite visits to Musana in Uganda. Again, we only use this information to communicate with you.

Credit Card information is securely retained for those wishing to donate monthly.

### **Will your information be shared?**

Musana will not rent, sell or distribute your information to any third party.

However, we will release information if required by law (i.e. subpoena) or regulation or required by a government agency.

### **Help us keep your information accurate...**

You can help keep your information up to date by emailing us at [info@musana.org](mailto:info@musana.org).

### **Website Cookies and Tracking**

Our website is not designed to track, distribute or store your personal information. However, our site does track general visitor usage (i.e. hits, visits and 'click through.'). This information is for staff to provide enhanced content or website features. These statistics do not contain any personal information.

A cookie is a small piece of data sent from a website and stored in the user's web browser while the user is browsing it. Musana uses non-identifying cookies making it easier to navigate and utilize the forms placed on our website. You can view Musana's website with your cookie tracking turned off. The cookies used on our website are standard, and therefore do not generate personal data, do not read personal data from your machine and are never tied to anything that could be used to identify you.

If you have questions or concerns about this policy, please email us at [info@musana.org](mailto:info@musana.org).