

# Fonkoze USA - Privacy Policy (Last update: April 16, 2019)

Protecting your privacy (online and offline) is of utmost importance to Fonkoze USA. This privacy statement describes Fonkoze USA's policy concerning the gathering and sharing of visitors' and donors' information offline and via Fonkoze's website [fonkoze.org](http://fonkoze.org). This policy is a guide for visitors of our website and donors who make contributions to our work (both online and offline). By visiting our website and/or making a donation via our website (online) and offline (i.e. donating by mail), you are accepting the practices described herein. We may update this Policy from time to time, so please check this Policy periodically for changes here: <https://fonkoze.org/privacy-policy.html>. This Policy is effective as of the last "updated" date stated above.

## 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 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

Donations made online and offline to Fonkoze USA are secure. When you make a donation, we may 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 you tax-deductible receipt(s) and to keep you informed about what we are doing in Haiti and the U.S. We use the honoree/tribute email addresses you submit only to send honor/tribute 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 discontinue or limit how we contact you, please notify us directly.

### Donation Information and Secure Transactions

Fonkoze USA processes online and offline donations using Blackbaud's Merchant services. Please see Blackbaud's website (<https://www.blackbaud.com>) for their privacy policy. Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted in a secure way. For online donations, you can verify this by looking for a closed lock icon in 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 (the donor and/or website visitor) provide to:

- Contact you at your request
- Manage and process your job application;
- Confirm your donations, purchases and registrations;
- Obtain payment for donations and/or purchases (via credit card);
- “Remember” your online/offline 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) or by phone (202) 628-9033.

### Security

*We will not trade, sell or share a donor's or website visitor's personal information to any third party without prior consent.* We may, however, share some 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 donors and/or users of the Fonkoze website 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 online here: <https://fonkoze.org/privacy-policy.html>.

### Contact

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