



## **Privacy Policies for Personal Information Collection & Data Processing**

### **A. General Privacy Policy**

Kent Attainable Housing, Inc. strongly believes in protecting the integrity and privacy of personal information gathered from our supporters and others through all our communication channels and from visitors to our website. The protection of your privacy is of great importance to us.

We have created this privacy policy to communicate our practices regarding the collection and dissemination of Personal Information (defined below) that is provided to us and that can be linked to a specific individual, such as a name, postal address, telephone number(s), email address, among other information.

“Personal Information” is information that identifies you personally, such as your name, address, telephone number, and email address. We collect and store the personally identifiable information that you have provided us via one of the email addresses identified on our website or when you otherwise contact us in person, by phone, or by email, with a question. We collect your name, email address, and other contact information if you register for an event. We also collect your name, email address, telephone number, and payment information when you contribute, either on our website, at a special event, over the phone, or by check. The above list provides a sample of Personal Information that may be collected by Kent Attainable Housing, Inc. From time to time, we may collect Personal Information from you in ways not described above.

We also collect and disseminate certain non-personally identifiable information collected when you visit many of our web pages such as the type of browser you are using (e.g., Internet Explorer or Firefox), the type of operating system you are using (e.g., Windows XP or Mac OS), the domain name of your internet service provider (e.g., AT&T or Verizon), aggregate data about the number of visits to the site and/or aggregate data about the pages visited (hereinafter “Aggregate Data”).

This policy also applies when you use social media that overlaps Kent Attainable Housing, Inc.’s social media and/or website, as well as to personal information we collect offline. Kent Attainable Housing, Inc. uses its best efforts to not share information it collects from the people it provides services to (commonly referred to as “clients”).

This policy will be updated periodically, so please be sure to reread it from time to time. By submitting your personal information to us, you are agreeing that Kent Attainable Housing, Inc. may use the information per this privacy policy.

## **B. Kent Attainable Housing, Inc.’s Collection and Use of Personal Information:**

Kent Attainable Housing, Inc. collects Personal Information supplied to us voluntarily by individuals, supporters, volunteers, and visitors to this website. We may use such voluntarily provided information to improve our understanding of your interests, to improve our services, or to contact you for future support. To utilize certain features of our site, or receive information from Kent Attainable Housing, Inc., or make a donation, you may choose to provide Personal Information. If you do submit information to us, we will use that information for the purposes for which it was submitted. We may also use your information in other ways, such as to contact you about other Kent Attainable Housing, Inc. activities and/or fundraising campaigns, including conducting donations and matching

campaigns on Facebook or other social media, or as otherwise disclosed to you at the point of collection. We may also use your name, postal address, email address, and telephone number(s) to contact you offline.

In the event an employer establishes a giving fund to which their employees can contribute, Kent Attainable Housing, Inc. will ask for the donor's consent in sharing their personal information with their employer, for the limited purposes of substantiating the donation, acknowledging the employee's support, and obtaining a matching employer donation or for other publicity reasons.

If you do not wish us to contact you offline, receive such mailings, or share your information with these organizations, you may opt-out by contacting us.

Other than as described in this privacy policy, or as may be necessary to protect the rights, property, and safety of our organization or others, or as may be necessary to comply with applicable law, Kent Attainable Housing, Inc. will not give or sell the Personal Information you provide online.

#### **Use of Email Address:**

When you donate to Kent Attainable Housing, Inc. or sign up on our website, take an advocacy action, share your story, or complete some other data form, you will be asked to supply your email address. Kent Attainable Housing, Inc. does not sell or rent your email address to any third party. Email addresses gathered from donors or subscribers to Kent Attainable Housing, Inc. are only available to employees managing this information for purposes of contacting you or sending you emails based on your request for information. From time to time, we may send out email messages that might include information about like-missioned organizations and companies, but we do not provide them with access to any Personal Information that you have provided.

Kent Attainable Housing, Inc. complies with the provisions of the CAN-SPAM Act applicable to charitable organizations. All email messages

contain a link to unsubscribe from Kent Attainable Housing, Inc. emails. You may subscribe or unsubscribe to Kent Attainable Housing, Inc. at any time.

### **User Submissions:**

Kent Attainable Housing, Inc. welcomes your comments and participation on its site. However, you acknowledge that if you send us stories, photos, or videos, the information shall be deemed and shall remain, the property of Kent Attainable Housing, Inc. By submission of any information to us, you assign to us and we shall exclusively own all now known or hereafter existing rights to such information and shall be entitled to unrestricted use of the information for any purpose whatsoever, commercial or otherwise, without compensation.

As a user of this site, you are responsible for your own communications and are responsible for the consequences of their posting. Therefore, do not impersonate another person and do not transmit material to us that is copyrighted, unless you are the copyright owner or have the permission of the copyright owner to post it; do not send material that reveals trade secrets, unless you own them or have the permission of the owner; do not send material that infringes on any other intellectual property rights of others or on the privacy or publicity rights of others; do not send material that is obscene, defamatory, threatening, harassing, abusive, hateful, or embarrassing to another user or any other person or entity; and do not send sexually explicit images, advertising or solicitations of business, or chain letters.

You represent and warrant that any information and/or material you post or provide to Kent Attainable Housing, Inc. through any medium is truthful, accurate, not misleading, not confidential property of others, and not in violation of any other third party's rights. Should your submission include third-party materials, you grant, represent, and warrant that you, as well as the owner of such content, have expressly granted Kent Attainable Housing, Inc. a royalty-free, perpetual, irrevocable, worldwide exclusive

license to use the submission in any manner, media or form now known or hereafter developed.

### **Calls and texts:**

If you give us your number, we may call you regarding Kent Attainable Housing, Inc. programs or seek donations. We will contact you through these methods only per applicable legal requirements, and you can always opt out of further calls.

## **C. Donor Privacy Policy**

As a donor submitting personally identifying information ("Personal Information") to us or any of our staff, you consent to the terms and conditions of the policy and our processing and use of Personal Information for the purposes stated below.

### **Use and Disclosure of Personal Information**

- We will collect payment information, billing address, and other information necessary to process a donation or event registration.
- We will use your Personal Information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of the law or comply with the legal process served on us.
- We will use Personal Information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration, or other donation. If you use a credit or debit card on the website, we may use card authorization and fraud screening services to verify that your card information and address match the information that you supplied to us and that the card being used has not been reported lost or stolen.
- You have the right to review the information we have collected about you. To review that information please contact us by calling 443-480-6842 or by emailing us at [kentattainablehousing@gmail.com](mailto:kentattainablehousing@gmail.com).

Except as described in this Privacy Policy or at the time we request the information, we do not otherwise disclose your personal information to any third parties.

### **Changes to the Privacy Policy**

We reserve the right to change this Privacy Policy. When we do, we will note the last update at the top of this Privacy Policy on our website.

## **D. Protecting your information; Security**

We understand that no matter how we collect your information, we have a responsibility to protect it. We take that responsibility seriously. We build security into our website features and donation processing to help protect data from unauthorized access, disclosure, alteration, and destruction.

We are always looking for threats and take reasonable steps to respond to those threats, protecting the information users share with us. Of course, no method of Internet transmission or data storage can provide guaranteed protection for your information. If anything should ever happen to your information, we will let you know as soon as we can and try our best to make it right.

Kent Attainable Housing, Inc. is based in the United States, and the information we collect is governed primarily by U.S. law. Where we are subject to the privacy laws of other countries, we comply with those requirements. If you access or use our services or provide information to us, your information will be processed and stored in the United States.

This website has security measures in place to protect the loss, misuse, and alteration of the information under our control. The security measures used on this site include but are not limited to, industry-standard reCAPTCHA technology, firewalls, and internal policies to maintain the security of stored data. While we follow generally accepted industry standards to protect the personal information submitted to us, no method of

transmission over the Internet or method of electronic storage is 100 percent secure.