

## **CAPITOL MINISTRIES — DONOR PRIVACY POLICY**

This privacy policy applies to the collection of information by Capitol Ministries, whether that collection is via the Capitol Ministries website, by email, by postal or overnight mail, or by other means.

### Definition of “Personal Information”

Personal information, as referred to in this policy, means any information that personally identifies a donor or other individual who interacts with Capitol Ministries, and may include such information as the individual’s name, age, gender, address, telephone number, email address, user ID, and passwords. With regard to donors to Capitol Ministries, “personal information” may also include financial information, such as credit or debit card numbers and related data, billing address, or bank account information.

### Collection of Personal Information and Related Data

Some ways that Capitol Ministries may collect personal information include:

- We may collect personal information when you make an inquiry via our website, or by communicating directly to us via email, postal or overnight mail, telephone, or in person.
- We may collect personal information when you sign up for periodic Capitol Ministries updates, in the form of newsletters, biblical studies, or related material.
- We may collect personal information in the course of your making a contribution to Capitol Ministries, whether that contribution is made generally, or for particular ministerial or outreach efforts.

These are samples of the ways Capitol Ministries may collect personal information, but from time to time we may also collect personal information in other ways that aren’t specified above.

### Our Commitment Regarding Use and Disclosure of Personal Information

With regard to any personal information we may collect from a donor or other person who interacts with our organization, Capitol Ministries commits to the following principles:

- We will not trade, share, or sell any of your personal information collected with anyone outside the Capitol Ministries organization.
- We will not send you mailings on behalf of other organizations.
- We will only share your personal information outside of Capitol Ministries if you give us specific permission to do so.
- Personal information for donors will only be collected as necessary to process a donation or event registration. Credit card information will not be used for any other purpose and will not be kept longer than necessary, unless you request that we retain the information for future transactions.
- We will use your personal information if necessary to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law. This

includes where necessary to comply with legal process served on us, to protect and defend our rights, or to act in urgent circumstances to protect the personal safety of others.

- When necessary, we will use personal information to protect against fraud or other malicious activity. We may verify with third parties the information collected in the course of processing a 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 matches 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 information that we have collected about you. To review that information please contact us in writing at Capitol Ministries, **P.O. Box 22 22 22, Santa Clarita, California 91322.**

### Security of Personal Information

The Capitol Ministries website is protected by a Security Sockets Layer (SSL) certificate through Geotrust, designed to protect against the loss, misuse, and alteration of the information under our control. Because we care about the safety and security of your online transactions, we use these security measures, which include high-grade encryption, to meet industry standards.

Although Capitol Ministries cannot provide a complete guarantee of confidentiality or security of personal information, the security measures described above are in place to make it difficult for anyone else to intercept any personal information you provide to us. Companies we work with to process transactions also use high-grade encryption and security protocols. We will always take reasonable steps like these to protect your personal information.

### Right to Opt Out

If at any time you wish to opt out of having personal information used by Capitol Ministries to send you promotional correspondence or information, you may do so by writing to us at the following email address: **info@capmin.org**. This option does not apply to communications primarily for the purpose of administering order completion, donations, support, updates or other administrative and transactional notices.

### Changes to the Privacy Policy

Capitol Ministries reserves the right to change this Privacy Policy from time to time. When we do, however, we will adjust the “last updated” entry at the bottom of this page/policy. If the change to the policy would materially lessen the restrictions on our use or disclosure of your personal information, we will obtain your consent before implementing the change by sending a notice to your primary email address or home address specified in our records, and by placing a prominent notice on our website.

*Revised November 2015*