## **GIOF Privacy Policy, Terms of Use, and Refund Policy**

# Effective Date: February 24, 2016

We are committed to respecting your privacy at Genesis International Orphanage Foundation ("GIOF"). The following Privacy Policy, Terms of Use, and Refund Policy ("Privacy Policy") sets forth our information gathering and dissemination practices for this website. By accessing or using this Website, you agree to the terms of this Privacy Policy and consent to the collection and use of information as discussed in this Privacy Policy. If you do not agree to the terms of this Privacy Policy, do not access this Website.

We reserve the right to modify this Privacy Policy at any time. Material changes will be conspicuously posted on the Website. Your continued use of our Website following such changes constitutes your acceptance of the changes.

#### **Contact Us**

Questions regarding this Privacy Policy should be directed to GIOF by emailing: office@giof.org

## **Non-US Users**

GIOF is a non-profit corporation incorporated in California and tax-exempt under Section 501(c)(3) of the Internal Revenue Code. The services available on this Website are provided by or on behalf of GIOF in the United States.

GIOF does not represent that the materials and information offered on this website are appropriate or available for use in locations outside the US. If you access the site from outside the US, you do so on your own initiative and at your own risk, and you are solely responsible for complying with any applicable laws from the jurisdiction in which you are located.

### **Information We Collect**

## Personally Identifiable Information

"Personally identifiable information" is any information that can be used to identify, contact, or locate you, such as your full name, mailing address, telephone number, email address, and password(s). GIOF may request your personally identifiable information at various times when you use the Website, such as when you email us at the address on our "Contact Us" page, otherwise sign up for information about GIOF's programs or make a donation via the Website. You may also provide information to GIOF by contacting GIOF via phone for the purposes of a donation or otherwise. We may collect your full name, mailing address, phone number and email address. GIOF also collects certain information via this Website that is not personally identifiable as described below. By choosing to provide us with your personally identifiable information you are consenting to the required transfer and processing of such information.

## Non-Personally Identifiable Information

"Non-personally identifiable information" refers to information that does not identify a specific individual. Some examples of non-personally identifiable information include the Uniform Resource Locator ("URL") of the website you visited before ours, the one to which you go next, which Internet browser you are using, cookies used to uniquely identify your browser, and your Internet Protocol address, which is a number automatically assigned to your computer that allows Internet servers to locate and identify your computer. Computers require IP addresses in order to communicate online. We collect and use non-personally identifiable information in the following ways.

### **Analytics**

Like many websites, we may use a third party service provider, such as Google Analytics, to collect information about your use of our Website. We may track data about traffic to our Website and your visit to and experience on our Website, which information we may use to improve our Website structure and content.

We may pair your IP address with information about how you use our site, and we may associate your IP address with PII you provide. As noted above, we may allow analytics vendors and other third parties to collect non-personally identifiable information and other data about users who visit our site. We cannot always control third party cookies stored on your device from visiting our site, but you may visit the relevant third party's website directly to manage these cookies.

### **Cookies**

GIOF may use cookies to track the use of our Website or frames and to facilitate and enhance your experience on our Website. "Cookies" are small pieces of information that are stored by your browser on your computer's hard drive. Our cookies enable us to facilitate access to different aspects of our Website. For example, by showing when and how you and others visit our Website, cookies help us to see which pages of the Website are popular and which are not. Cookies can also help us to improve your enjoyment of this Website, for example, by remembering your address or other personal information when you request information or services on the Website.

We use session cookies during the time of your visit on the Website that expire when you exit and we also use more permanent cookies that are tracking cookies so we can recognize you if you return to the Website.

Most web browsers automatically accept cookies, but you can disable this function so that your browser will not accept cookies. Please be aware that disabling this function may limit your use and enjoyment of this Website.

#### IP Addresses

GIOF may log IP addresses for systems administration purposes and to track geographic analytics to help us determine where our Website users are located. IP addresses are not used to track a user's session.

This information only helps us determine how often different areas of our site are visited. We do not link the IP address to any information that is personally identifiable.

Like most other Websites, GIOF servers automatically track certain information about your activity on our Website. This information allows us to keep our Website running efficiently. This information includes: the browser you are using (such as Netscape, Internet Explorer, etc.); your operating system (such as Macintosh, Windows XP, etc.); your IP address; and the referring URL.

## Other Non-Personally Identifiable Information

We may also use web beacons and pixel tags. Web beacons (also called single pixel gifs or web bugs) are Internet tools, such as transparent images on the website or in emails that we may send you that help us to determine, for instance, whether a page has been viewed or an email opened. For example, when you ask us to send you information, we may use web beacons to determine how many of the emails we sent were actually opened. A pixel tag is a type of web beacon embedded in an image on the website. In general, any electronic image viewed as part of a web page, including a banner ad, may contain a pixel tag.

## **Data Use, Sharing and Your Choices**

We may use the personally identifiable information that you provide to allow us to send you the information and materials you require or otherwise contact you as you request.

After visiting the Website and providing us your personally identifiable information, you may receive future communications from GIOF to allow GIOF to stay in touch with you. We will also use your information to process any donation you may place or otherwise provide you information regarding your donation. If you do not wish to receive future communications about GIOF, then please notify us by sending an email to: <a href="mailto:office@giof.org">office@giof.org</a>.

Finally, we will share your information if required by law to do so; when required to protect and defend the rights or property of GIOF; to investigate reports of fraud or of misuse or unauthorized use of the Website; when GIOF believes it appropriate to protect its users, employees, or the public in an emergency situation; and when required to enforce or defend the conditions of any agreement with GIOF. GIOF does not sell, rent, loan, or otherwise provide the contact information or other PII of any donor to third parties for any purpose other than those set forth herein.

In the event that GIOF is reorganized, the transferred business assets will likely include the information that has been collected and will be transferred to the new owner, who will continue to be bound by this Privacy Policy.

### **Security**

GIOF employs reasonable security measures to help protect the confidentiality of your personally identifiable information. All online payment processing is done through secure, PCI compliant third party services.

Please understand that despite these efforts, we cannot guarantee the security of your information given the current state of the Internet. We cannot guarantee that your information will always be protected from interception, misappropriation, misuse or alteration. We cannot guarantee that your information will not be disclosed or accessed by accidental circumstances, such as a hardware or software failure, or the unauthorized acts of third parties. You provide all information to GIOF at your own risk.

### **Access by Children**

GIOF recognizes the importance of safeguarding children's privacy, so our website supports and complies with the Children's Online Privacy Protection Act ("COPPA") and other applicable laws. Our Website is not intended for children and we will not knowingly collect personally identifiable information from children under the age of 13. Donors using the Website for purposes of making a financial contribution must be of legal age (18 years old).

We encourage parents to talk to their children about their use of the Internet and the information they disclose online. If we learn that we have inadvertently gathered personally identifiable information from a child under the age of 13, we will erase it promptly.

## **Updating Your Information**

If you wish to update or correct your personally identifiable information in our records, please email: office@giof.org.

### **Refunds**

If you notify us promptly that a transaction was processed in error, then we will refund the amount of the transaction. You may provide notice of an erroneous transaction by emailing office@giof.org