



## **MANNA Website Privacy Policy**

MANNA takes the usage of personally identifying information (“Personal Information”) very seriously. We do not share or sell Personal Information to outside parties for their usage. By accessing or using the MANNA website, you agree to the terms of this Privacy Policy. If you do not agree with the terms of this Privacy Policy, please do not use the MANNA website.

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

### **Personal 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 email or when you otherwise contact us in person, by phone or email, with a question. We collect your name, email address and other contact information if you register for an event or to volunteer. We also collect your name, email address, telephone number, and payment information when you make a contribution, either on our website, at a special event, over the phone, or by mailing in a check. The above list provides a sample of personal information that may be collected by MANNA. From time to time, we may collect personal information from you in ways not described above.

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

- We will collect payment information, billing address, and other information necessary to process a donation, event registration, or volunteer application.
- We will not share your personal information with third parties.
- We will not send you mailings on behalf of other organizations.
- We reserve the right to employ cookies and similar tracking technologies to track the activity on our website(s) and hold certain information. Cookies are files with a small amount of data which may include an anonymous unique identifier.
- We may use pixel tracking technology to track user activity on our website and to understand how users interact with our content. Pixel tracking involves placing small, transparent images on web pages and in email communications. These pixels allow us to collect information such as IP addresses, browser types, device types, and other technical information about your interactions with the MANNA website.

- We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us.
- We will use the 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 matches the information that you supplied to us and that the card being used has not been reported lost or stolen.
- Our website(s) employ data-sharing software from various partner companies. Each of these utilizes data encryption methods and each has a separate Privacy Policy which can be reviewed on their respective websites.
  - Donation Page - Classy ([classy.org](https://classy.org)) 256-bit Secure Sockets Layer (SSL) encryption
  - Volunteer Applications - VolunteerHub ([volunteerhub.com](https://volunteerhub.com)) 256-bit Secure Sockets Layer (SSL) encryption
  - E-Newsletter list - Constant Contact ([constantcontact.com](https://constantcontact.com)) Transport Layer Security (TLS) protocol
  - Google Analytics ([google.com](https://google.com))
  - Database – Salesforce ([salesforce.com](https://salesforce.com)) Transport Layer Security (TLS) protocol
- If a data breach occurs where there is a reasonable likelihood of material harm to consumers, MANNA will inform those consumers who may be affected in the most expedient time practical (or as required by state laws) unless requested by legal authorities to delay such notification due to an ongoing criminal investigation.
- You have the right to opt out of receiving physical mail, email, and/or telephonic fundraising calls from us at any time. To opt out of any or all of these contact methods please contact us in writing.
- You also have the right to review information that we have collected about you. To review that information please contact us in writing. Please see “Contact MANNA” for details.
- 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 from time to time. When we do, we will note the last update at the bottom of this Privacy Policy.

### **Contact MANNA**

If you have concerns regarding your personal information or wish to be removed from one or all of our communication lists, please contact us in writing at **420 North 20<sup>th</sup> Street, Philadelphia, PA, 19130** or email us at [info@mannapa.org](mailto:info@mannapa.org).

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