

Privacy Policy of Comité Menonita de Servicios

Last Updated: September 25, 2024

At Comité Menonita de Servicios (the "Organization"), we are committed to safeguarding the privacy of our donors, beneficiaries, staff, and volunteers. This privacy policy outlines the types of personal information we collect, how we use, store, and share this data, and the rights of individuals regarding their personal information. As a nonprofit organization, we respect the trust placed in us by our supporters and beneficiaries, and we ensure that all personal information is handled in accordance with applicable privacy laws.

1. Introduction

This privacy policy applies to all programs and activities organized by Comité Menonita de Servicios, including but not limited to:

- **Steinreich Bibelschule**
- **Steinreich Sommer Bibelschule**
- **Instituto Bíblico Universitario Steinreich**
- **Bootcamp Educativo**
- **Gesangleiter Bootcamp**
- Any other projects, programs or events run under Comité Menonita de Servicios.

We respect the trust placed in us by our supporters and beneficiaries, and we ensure that all personal information collected in relation to any of our programs is handled in accordance with this privacy policy and applicable privacy laws.

2. Scope of the Policy

This policy applies to:

- Donors and sponsors.
- Beneficiaries of our programs and services.
- Employees, contractors, volunteers, and service providers.
- Visitors to our offices or events.

Personal Information refers to any data that can be used to identify an individual, such as names, contact details, financial information, and other sensitive data collected through various means.

3. Information We Collect

We may collect the following types of personal information:

- **For Donors:** Name, contact details, donation history, payment information, and communication preferences.
- **For Beneficiaries:** Name, contact details, demographic information, birth certificate and information related to the services received.
- **For Staff and Volunteers:** Name, contact details, employment history, and any necessary legal or financial documentation.
- **Images and Video:** Photographs and video recordings from events and activities, as well as surveillance footage for security purposes.

4. How We Collect Information

Information is collected through:

- Donation forms, online or physical.
- Program registration and service intake forms.
- Direct communication with staff and volunteers.
- Online portals or email communication.
- Surveillance systems in and around our facilities.

5. How We Use the Information

We use personal data to:

- **For Donors:** Process donations, issue receipts, send acknowledgments, and communicate about our programs and future fundraising campaigns.
- **For Beneficiaries:** Provide services, assess eligibility for programs, and maintain records for follow-up and reporting purposes.
- **For Administrative Purposes:** Communicate with staff, volunteers, and participants regarding organizational updates and events.
- **Safety and Security:** Ensure the safety of everyone on our premises through the use of surveillance systems.
- **Promotional and Reporting Purposes:** We may use photos and stories from beneficiaries or donors to demonstrate the impact of our work.

Photo and Video Usage:

We may take photographs and videos during events, programs, or activities organized by Comité Menonita de Servicios. These materials may be used for promotional purposes, such as on our website, social media channels, or in printed materials. By agreeing to this privacy policy, you

grant us permission to use images and videos that may include you or your children for these purposes. If you do not wish to be included in such materials, you may opt out by notifying us in writing at the time of registration or at any point thereafter.

6. Data Sharing and Disclosure

Personal information may be shared with:

- **Third-party Service Providers:** For processing payments, managing our donor database, or providing specific services related to our programs.
- **Government Authorities or Legal Bodies:** As required by law or in response to a legal obligation.
- **Other Nonprofit Organizations or Partners:** When collaborating on projects, relevant information about beneficiaries may be shared to ensure program success, with proper consent.

We do not sell or disclose personal information to third parties for commercial purposes.

7. Data Security

We take data security seriously and employ the following measures to protect personal data:

- Encryption of sensitive data such as payment and financial information.
- Restricted access to personal information to authorized personnel only.
- Regular reviews of our data handling processes to maintain compliance with privacy laws.

Personal information is retained for as long as necessary to fulfill its intended purpose or as required by law, after which it is securely deleted or anonymized.

8. Donor Privacy

We are committed to protecting the privacy of our donors. Donor information will not be shared outside of the Organization, except where required by law or with the donor's explicit consent. Donors may choose to remain anonymous in our public reports or publications. Additionally, donors have the right to:

- Request access to their donation history and personal records.
- Correct or update their personal information.
- Opt-out of receiving future communications or fundraising requests.

9. Beneficiary Privacy

Beneficiaries of our programs have the right to:

- Understand how their personal information is being collected, used, and shared.
- Access their personal records and request corrections if necessary.
- Choose whether or not their name, image, or story may be used in promotional materials or reports.

We respect the confidentiality of all personal information regarding the services received by our beneficiaries.

10. Third-Party Services

We may work with third-party service providers for specific tasks, such as payment processing or managing our donor database. These service providers are contractually obligated to maintain the confidentiality and security of any personal information shared with them and are not permitted to use this data for any other purpose.

11. Cookies and Online Tracking

If Comité Menonita de Servicios operates an online platform, cookies may be used to improve the user experience by tracking preferences and usage patterns. Users may manage or disable cookies through their web browser settings.

12. Updates to This Policy

We may update this privacy policy from time to time to reflect changes in our practices or legal requirements. Any updates will be communicated to stakeholders, and the updated policy will be made available on our website. The date of the latest revision will be indicated at the top of this document.

13. Contact Information

If you have any questions or concerns about this privacy policy or wish to exercise your privacy rights, please contact:

Comité Menonita de Servicios

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