

**Mustard Seed Communities, Inc.**  
**Privacy Policy**  
**[Updated May 2018]**

This Privacy Policy applies to Mustard Seed Communities, Inc. (“MSC”) and our associated website, [www.mustardseed.com](http://www.mustardseed.com). We, at Mustard Seed Communities, Inc., are committed to respecting the privacy of our donors. We have created this Privacy Policy to inform donors, constituents, and any others who interact with Mustard Seed Communities, Inc. of our information and data practices. This Privacy Policy applies to all information received by Mustard Seed Communities, Inc., both online and offline, in any format, including electronic, paper, verbal, and through the MSC website.

**Acceptance of Terms**

By visiting our website, [www.mustardseed.com](http://www.mustardseed.com), and/or using our Services, you agree to terms of this Privacy Policy.

**Changes to this Privacy Policy**

This Privacy Policy is effective as of the date above. Mustard Seed Communities, Inc. reserves the right to revise or update this policy at any time. Changes to this Privacy Policy will be effective immediately upon posting the revised document on our website.

**Information Collection and Use**

Personal information we collect may include, but is not limited to, your name, postal address, zip code, telephone number, organization name, e-mail address, credit card, bank, or billing information, depending on the type of transaction or correspondence you have with us. Information is collected using a variety of methods. You will be asked to provide personal information when making a donation or requesting information and updates through our website, e-mail, direct mail, or telephone communications.

Your information will be used to fulfill your donation and to follow up with you by phone, post or email with confirmation and receipts. If any issue arises in the process of completing your donation we may contact you to resolve this.

We may also use your information to share details with you about the work of MSC across our communities via newsletters, appeals, campaigns, etc. and to advise of upcoming events or programs in support of MSC. If you complete a form on our website or otherwise express an interest in volunteering with MSC, we may contact you using the details supplied. We use Luminate by Blackbaud to manage and communicate with our contacts.

We do not rent, sell, or exchange any personal donor information that is received through our website or stored in our database. We may disclose certain information to select third parties such as total number and value of donations for a set period of time in order to more effectively target our donor communications. This information disclosure is done very carefully to ensure that all personal information and donor-level data is protected.

In addition to the personal information listed above, we receive certain aggregate data from your online activity on our website. This usage data is collected by us or our technology providers and includes, but is not limited to, your IP addresses, Internet service provider, browser type and language, referring and exit pages and URLs, date and time, amount of time spent on particular pages, number of links you click while on particular pages, search terms, and operating system. We use Google Analytics to analyze this aggregate data.

### **Use of "Cookies"**

Our website uses “cookies” in order to enhance your online experience. A “cookie” is a small text file that helps us recognize repeat visitors, facilitate the visitor’s ongoing access to and use of the site, track usage behavior, and compile aggregate data that can lead to website improvements. A cookie can be either permanent (i.e., it remains on your computer until you delete it) or temporary (i.e., it lasts only until you close your browser). If you do not want information collected through the use of cookies, you can alter the configuration of most browsers. If you choose to have your browser refuse cookies, it is possible that you will lose some degree of website functionality.

### **Security**

All information provided to MSC is transmitted using SSL (Secure Socket Layer) encryption. SSL is a proven coding system that lets your browser automatically encrypt, or scramble, data before you send it to us. SSL is the industry standard security protocol. We also protect personal information by placing it on a secure portion of our database that is only accessible by employees of MSC who need access to perform a specific job.

We use a third-party banking agent to manage credit card processing via an SSL connection to a secured server that verifies your credit card or bank information. They return a unique tracking number only, which cannot be decrypted to obtain the payment card information, and MSC never retains your complete credit card number. The banking agent will not store, retain, or use information you provide except for the sole purpose of credit card processing on our behalf, and will not share your credit card or bank information with any other third party.

Please understand, however, that no data transmission over the Internet is 100% secure. We cannot guarantee the security of our database nor can we guarantee the security of information while it is being transmitted to MSC via either our website or email.

### **External Websites**

Our website contains links to third-party websites. MSC has no control over the privacy practices or the content of those websites and is therefore not responsible for the content or the privacy policies of those third-party websites. You should check the applicable third-party privacy policy and terms of use when visiting any other websites.

### **How You Can Find Out What Information is Held**

You have the right to be informed about any personal data relating to you, which you have supplied to us through our website or other communications, and you are entitled to receive a copy of this information.

To receive a copy please submit your request to Mustard Seed Communities, Inc., 29 Janes Avenue, Medfield, MA 02052 together with a copy of your passport or other identification and proof of address in order that we may verify your identity. We will respond to your request within one month from the date your request is received.

### **Opt-Out**

Several points on our site provide users the opportunity to opt-out of receiving communications from MSC. You may also opt-out at any time using links provided in all email communications from MSC, or you may email us at [info-usa@mustardseed.com](mailto:info-usa@mustardseed.com) or call us at 508-242-9622 and we will unsubscribe you from receiving further communications. You may also request to change, correct, or delete your information. We will respond to notify you of the action we have taken within a reasonable timeframe.

There are, however, a few places where users do not have the opportunity to opt-out of receiving communications, i.e. when registering for a mission trip with MSC. This is because crucial information for your trip will be communicated via email. Users may, at any time, log in to our site to change email preferences and customize the format/content which they wish to receive.

### **An Important Notice to Parents**

We do not knowingly collect Personal Information from children under the age of 13. If you are under 13, please do not give us any Personal Information. We encourage parents and legal guardians to monitor their children's Internet usage and to help enforce our Privacy Policy by instructing their children to never provide Personal Information through the Internet without parental permission. If you have reason to believe that a child under the age of 13 has provided Personal Information to us, please contact us and we will delete that information from our databases.

### **How To Reach Us**

If you have questions or concerns regarding this Privacy Policy, please contact:

Mustard Seed Communities, Inc.  
29 Janes Avenue  
Medfield, MA 02052  
[info-usa@mustardseed.com](mailto:info-usa@mustardseed.com)  
(p) 508-242-9622