Kupona Foundation Privacy Notice
Effective May 25th, 2018

At Kupona Foundation, we value the privacy and security of our supporters around the world. We have made some recent updates to our policies and procedures in light of the new General Data Protection Regulation from the European Union, and we want to make these policies and procedures clearer to members of our community. The following outlines the way we collect, store and process the information you share with us, as well as the rights you have around the use of your data. This document will be easily accessible via a link on our website.

We will strive to respond to all of your questions and requests related to data as soon as possible, but always within one month of receiving your request. You can make a request regarding your data using the following contact details:

info@kuponafoundation.org | +1 518 595 9007

The staff member responsible for data collection, processing and protection is our Development and Communications Associate. Oversight of all data collection, processing and protection processes and policies is the responsibility of our Executive Director and our Board of Directors.

1. About the data we collect
All of the data about you that we collect and use is information you have either shared with us or is available in the public domain. We do not purchase data from third parties.

2. We collect and save the data you provide to us to:
   a) Process your donations, including sending receipts and tax acknowledgments
   b) Report back to you about how we've used your donations, and the impact of your support
   c) Keep in touch with you about the latest news and updates about our activities, programs and partnerships, and to share the latest opportunities to get involved, tailored to your interests where possible
   d) Keep accurate records of funds raised, and the size, location and interests of our community of supporters

3. How we work with third party processors/platforms
As we are a small non-profit with a lean team, we work with intermediaries to process and store your information, and to manage communications with our community. We only ever work with intermediaries with robust security and privacy policies and
procedures in place, but their use of your information is based on their terms of service and policies, so we encourage you to review those policies carefully.

a) All data you share with us is stored by our secure constituent relationship management system, Little Green Light. You can read more about their security and privacy systems [here](#). Access to this information is restricted to members of our team in the U.S. and affiliates in Europe and Tanzania and will never be sold to or shared with any non-affiliates. We will retain this information for a minimum of 10 years unless you ask us to do otherwise, except in cases where we are required by law to retain it.

b) When you subscribe to our mailing lists, the data you share is transferred to MailChimp, the platform we use for email campaign communications. You can read more about their privacy and data policies [here](#). We will not subscribe you to our mailing lists without your express consent. When you are subscribed, we will give you the opportunity to specify your preferences and determine the kind of information you would like to receive from us. You can unsubscribe from any of our mailing lists at any time.

c) When you make a donation through our website, www.kuponafoundation.org, the data you share is processed through ProPay, our secure payment processor. You can read more about their privacy and security policies [here](#). We never receive access to your credit card details. We do receive access to your name and contact information.

d) When you make a donation to Kupona Foundation through our projects listed on www.globalgiving.org we receive access to the data you share, excluding your credit card details. We store this information in Little Green Light for record keeping purposes only. We will never contact you outside of the GlobalGiving reports and acknowledgement systems unless you have given us permission to do so, or have made a separate donation through our website or at an event.

e) When you make a donation to Kupona Foundation through our projects listed on www.crowdrise.com, we receive access to the data you share with them, excluding your credit card details. We store this information in Little Green Light and use the contact details you share to send you a thank you note via email.

f) When you make a donation via credit card at one of our events, the data you share will be processed by an approved member of staff or approved volunteer.

i. We process your credit card donation using Square, a secure credit card processing service. You can read more about their security and privacy systems and processes [here](#). We never receive access to your full credit card details after the moment we process your card payment.

ii. We also collect data (donation amount, name, last four digits of credit card, expiration date) on a paper form as a back-up, and to accurately track donations and record them in Little Green Light at a later date. Once these donations are processed (within 3 working days of the event), the paper forms are destroyed.
g) When you make an online donation to our Tanzanian affiliate, CCBRT, through their website, www.ccbrt.org, the data you share (excluding your credit card details), and the money you donate is processed by Kupona Foundation and our chosen third-party platforms. Your online donation is processed through PayPal, and is received and managed by our team, in line with our procedures outlined in section 3a of this document. In doing so you are considered a Kupona Foundation donor and are therefore entitled to the rights outlined in section 5 below.

4. Websites, Social Media and Analytics
Our websites use cookies to run the site, optimize performance, and understand how visitors are using the site. We also use Google Analytics, Hootsuite Analytics and Facebook Analytics to understand how our visitors are using our website and engaging with our online content, and to inform improvements to our website and the content we post online.

5. Your rights
   a) You have the right to be informed about how and why we collect and process your data. This document serves to outline our policies and processes, but if you have any further questions you can get in touch with staff directly using the contact details outlined above.
   b) You have the right to see the data we hold on you.
   c) You have the right to ask us to permanently delete some or all of your data in our systems at any time, or to restrict the way we use it, except to the extent we are required by law to report or retain any data.
   d) If you have given us permission to contact you using the details you shared, you have the right to update or withdraw this permission at any time. You can make this request using the contact details above, or through our mailing list preferences page.
   e) If any of the data we hold is inaccurate, incomplete or needs to be updated, you have the right to have it updated in our systems.
   f) You have the right to ask us to help transfer the data we hold on you to another organization/service.
   g) If you are not satisfied with the way we have collected, stored or used your data, you have the right to lodge a complaint with a supervisory authority.

6. Transfer of data to affiliates
Colleagues from our affiliates in Tanzania and Europe will have access to our Constituent Relationship Management system, Little Green Light, in order to enable effective coordination of community engagement efforts. They have access to this stored data for their information only. They will never use or store this data outside of our systems, and they will never contact you directly without your express permission.