

Seed Small Beginnings Privacy Policy

Seed of Small Beginnings is committed to protecting your privacy. Seed of Small Beginning's Privacy Policy states how we will maintain the confidentiality and privacy of the personal information entrusted to us, including information collected on this website, and the choices you can make about how Seed of Small Beginnings uses the information you provide. To update your contact information or remove your name from Seed Small Beginning's mailing lists, please send an email to: seed_beginning@hotmail.com.

What This Policy Covers

This policy covers how we handle and protect the personal information we collect from you.

Purposes of Collection of Personal Information

Seed Small Beginnings collects personal information for the following limited purposes:

- a) To establish and maintain donation information
- b) To keep track of donor preferences
- c) To keep donors informed of Seed of Small Beginnings work and new opportunities for support
- d) To establish and maintain contact and mailing lists
- e) To gather data on how this website is used

Seed of Small Beginnings collects information from our website visitors via our online webforms. All messages are sent directly to Seed of Small Beginnings email inboxes and it is dealt with in a confidential manner. Seed of Small Beginnings will never sell or give your emails to a third party.

Usage of Website

Seed Small Beginning captures limited site traffic information - namely cookie data and JavaScript page tagging. Cookies and JavaScript page tags do not record any information about an individual's name or address whilst you view our site but it does allow us to analyse which pages are popular for the purpose of improving the content and usability of this site.

This traffic information data helps our marketing and fundraising departments to understand our audience, and adapt our content to suit user interests.

Links to this website

Any links to any page of this website created without the prior written consent of Seed of Small Beginning are created at your own risk and the exclusions and limitations set out above will apply to your use of this website by linking to it.

Links from this website

Seed of Small Beginnings does not monitor or review the content of third party websites which are linked to from this website. Opinions expressed or material appearing on such websites are not necessarily shared or endorsed by Seed of Small Beginnings and Seed of Small Beginnings should not be regarded as the author or publisher of such opinions or material. Please be aware that Seed of Small

Beginnings is not responsible for the privacy practices, or content, of these sites. Seed of Small Beginnings encourages users of www.seedbeginnings.com to be aware when they leave our site and to read the privacy statements of these sites. Users should evaluate the security and trustworthiness of any other site connected to this site or accessed through this site before disclosing any personal information to them. Seed of Small Beginnings will not accept any responsibility for any loss or damage in whatever manner, howsoever caused, resulting from disclosure to third parties of personal information. Seed of Small Beginnings accepts no responsibility for the content, accuracy or use of visitor information collected by any site linked to our website that falls outside of the seedbeginnings domain. Visitors should familiarise themselves with the respective websites own privacy statement.

How CBM Uses Your Personal Information

Seed of Small Beginnings does not sell, rent, trade or otherwise disclose personal information about our website visitors, except as described here. We share information provided by our website visitors with service providers we have retained to perform services on our behalf for example, to process donations.

When you visit our website, your browser automatically sends us certain Internet-related information (such as the Internet Protocol (IP) address of the computer you're using). IP addresses are not linked to personally identifiable information. Additionally, for systems administration, detecting usage patterns and troubleshooting purposes, our web servers automatically log standard access information including browser type, access times/open mail, URL requested, and referral URL. This information is not shared with third parties and is used only within this Company on a need-to-know basis. Any individually identifiable information related to this data will never be used in any way different to that stated above without your explicit permission. Seed of Small Beginnings may also use cookies and Web beacons to better understand how visitors use our site. Seed of Small Beginnings does not exchange, sell, barter, trade, or give away your personal information to any other organisation.

Accountability

Seed of Small Beginnings accepts full responsibility for the personal information it collects, maintains, and keeps under its control. In order to fulfil this responsibility, Seed of Small Beginnings has taken steps to ensure that Seed of Small Beginnings donors, supporters, and the public at large have a clear understanding of our policies and procedures respecting personal information procedures in place to handle the receipt of, and response to, complaints and inquiries.

Online Transactions

Seed of Small Beginnings will never ask you to confirm your bank details via email. If you should receive an email requesting such information, please contact us. This kind of email may be from persons attempting to obtain your banking details ('phishing').

You are always advised to protect your details and not to provide Seed of Small Beginnings directly with your card details.

How Your Donation Is Used

Seed of Small Beginnings is committed to respecting your preference of how you want your donation to be used. However, if more funds than required are received

for a particular project, program or item, Seed of Small Beginnings will use the surplus funds in another project or program within its mandate area.

Identifying Purposes

Seed of Small Beginnings is committed to openness and transparency regarding its collection and use of personal information. We collect and use personal information for the following purposes:

- (i) To establish and maintain donation information
- (ii) To keep track of donor preferences
- (iii) To keep donors informed of Seed of Small Beginnings work and new opportunities for support

Limiting Collection

CBM restricts the collection of personal information only to that information which is necessary for the limited purposes stated above. We are committed to collecting personal information only by fair and lawful means.

Limiting Use, Storage and Disclosure

Seed of Small Beginnings does not use personal information for purposes other than those for which it was originally collected, unless consent was first given by the person from whom the information was received. Personal information pertaining to donors, supporters, or anyone on a Seed of Small Beginnings mailing list is retained for only as long as it is needed and only for the fulfilment of the purposes for which it was originally collected. Retention times are also guided by legislative requirements. The only exception to the foregoing is if we are required to disclose personal information in order to conform to an obligation imposed by law or statute. Occasionally we provide links to other websites for your convenience and information. These sites operate independently from our site and are not under our control. These sites may have their own privacy notices in place, which we strongly suggest you review if you visit any linked websites. Seed of Small Beginnings is not responsible for the content of these sites, any products or services that may be offered through these sites, or any other use of these sites.

For more information regarding our Privacy & Security or to ask a question about Seed of Small Beginnings privacy practices, please write to Seed of Small Beginnings at:

Seed of Small Beginnings
c/o Peter Suter
Heidenmösliweg 3
CH-8713 Uerikon, Switzerland