



## Privacy Policy

At HFHWRA, we are committed to keeping your information private. We recognize the importance donors, volunteers, applicants, program families, and homeowners place on the privacy and confidentiality of their information.

This Privacy Policy applies to information we (HFHWRA) collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any questions about this notice, feel free to contact us at (608) 448-2888.

### 1. Personal data that we process

The following table explains the types of data we collect and the purpose for which we collect it:

Purpose	Data (key elements)	Basis
Inquiries about our organisation and its work	Name, email, message	It is necessary for us to read and store your message so that we can respond in the way that you would expect.
Subscribing to email updates about our work	Name, email	Provided with your consent; you may unsubscribe at any time.
Making a donation	Name, email, address, payment information	This information is necessary for us to fulfill your intention of donating money and your expectation of receiving a confirmation message.
Signing up as a volunteer	Name, email, phone, emergency contact	This information is required to ensure safety on our sites; we ask you to renew this information annually.
Website functionality	Website activity collected through cookies	It is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect.
Applicants & Participants in our Housing Programs	Information we receive from you on applications or other forms; about your transactions with us or others; and information we receive from a consumer reporting agency.	This information is used for lawful business purposes in relation to transactions that you have opted to participate in with HFHWRA.

## **2. How we use your data**

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- reply to inquiries you send to us;
- handle donations or other transactions that you initiate;
- where you have specifically agreed to this, send you communications by email relating to our work which we think may be of interest to you.

## **3. When we share your data**

We will only pass your data to third parties in the following circumstances:

- you have provided your explicit consent for us to pass data to a named third party;
- we are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors; or
- we are required by law to share your data.

## **4. Access To Data**

Habitat for Humanity of Wisconsin River Area employees and volunteers are subject to a written policy regarding confidentiality, and access to data is restricted to staff and volunteers on an as-needed basis.

## **5. Rights you have over your data**

If you prefer that we do not disclose non-public personal information about you to nonaffiliated third parties, you may direct us not to make those disclosures (other than disclosures permitted by law). If you wish to opt out of disclosures to nonaffiliated third parties, you may call HFHWRA at (608) 448-2888 or write us at PO Box 38, Baraboo WI 53913.

## **6. Modifications**

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and whom are affected.