

## **Privacy Policy**

Hand2Hand places a high priority on protecting your privacy. This privacy policy was created in order to demonstrate Hand2Hand's commitment to the privacy of our donors, volunteers and website visitors. This policy explains what types of information is collected by Hand2Hand and how this information is used.

Hand2Hand's supporters that sign up to receive Hand2Hand's communications voluntarily provide our organization with contact information such as name, mailing address, e-mail address and phone number. We may use this information for specific, limited purposes.

### **How we use the information**

We may use this contact information to provide you with a receipt or financial report, a donation you made or to send you additional information about Hand2Hand.

If you make a donation or volunteer, we may contact you on occasion to offer you an opportunity to make another gift. You may also receive a personal call from a Hand2Hand staff member or volunteer thanking you for your donation. You will always have the opportunity to opt-out or edit future communications from us.

### **Personal billing information we collect and what we do with it**

In addition to personal contact information, we ask for billing information, such as your billing address and credit card number, when you make a donation. We use secure servers to gather and process your billing information. Your billing information is not shared with any other organizations, and your credit card number is not retained once your transaction has been authorized and processed.

### **Financial transactions and our secure servers**

All financial transactions on our website, specifically donations, are managed through our agent, GoEmerchant. All transactions use an encrypted channel, take place on secure servers and occur in real time. No financial data, such as your credit card number, is transferred via a less-secure channel, such as encrypted e-mail, for processing. Moreover, once your transaction has been completed, your credit card number is not retained.

### **Personal Information Privacy**

Hand2Hand does not provide, sell, or rent personal identification information to anyone outside the organization. The Information that we gather may include your name, address, telephone number, e-mail address, or other elements of personal information. The information we collect is used to send the donation notification or information you requested and/or to inform the recipient of the opportunity to subscribe to receive Hand2Hand updates, stories and opportunities to get involved.

### **External Links**

Hand2Hand includes links to external websites. These links do not fall under the hand2handbackpack.org domain, and Hand2Hand is not responsible for the privacy practices or the content of external websites. Your use of any linked website is solely at your own risk.

### **How change your information**

If you do not wish to remain on our list, please write to us at our headquarters or e-mail address below.

Hand2Hand  
2900 Baldwin St.  
Hudsonville, MI 49426  
E-mail address: [info@hand2handbackpack.org](mailto:info@hand2handbackpack.org)