

# Donor Privacy Policy

This policy has been updated on and is effective as of February 01, 2025

Habitat for Humanity of Northwest Metro Atlanta, Inc. (“Habitat NWMA”) respects your privacy and preferences. This privacy policy (the “Privacy Policy”) sets forth the terms under which you share your personal data with Habitat NWMA, what information Habitat NWMA processes, how Habitat NWMA collects and uses your data, and your rights with respect to understanding and modifying how it will be collected and used.

## I. How does this Privacy Policy apply to you?

**Generally:** This Privacy Policy applies to the personal data provided to Habitat NWMA when you make a donation, register for an event, sign up for a newsletter, visit our Website, or otherwise provide us with information via the Habitat NWMA Website located at [www.habitatnwma.org](http://www.habitatnwma.org), or any other domain names owned or controlled by Habitat NWMA (the “Website”). It also applies to personally identifiable data (“Personal Information”) you may provide to Habitat NWMA via telephone, e-mail, regular mail, social media, texting, mobile applications, at a special event, in response to a solicitation, or face-to-face.

**Minors:** Habitat NWMA will not knowingly solicit, collect, or otherwise process any Personal Information from children under the age of 16 without parental consent. Children under 16 are not authorized to make a donation or purchase, sign up for an event or program, or otherwise provide any personally identifiable information without consent from a parent or legal guardian.

## II. Categories of information we collect

We collect Personal Information in three ways. First, we collect Personal Information that you provide to us. Second, we collect certain Automated Information that may contain Personal Information when you use our Website. Third, we may collect Personal Information from public sources or from third parties who have obtained such Personal Information in compliance with applicable laws and have the legal authority to provide such Personal Information to us.

Habitat NWMA will only collect Personal Information about you that is relevant to the type of transaction or project you have engaged in with us.

**1. Contact information:** We may receive and retain Personal Information about you when you contact Habitat NWMA to make a donation; purchase an item at The Habitat NWMA ReStore; apply for a position with Habitat NWMA; sign up for any of Habitat NWMA’s activities or online content (such as newsletters); or when you telephone, e-mail, or write to us, or engage with us via social media channels. Data such as your name, e-mail or postal address, telephone or mobile number are necessary both to execute these transactions as well as to enable us to contact you for further engagement.

**2. Credit card and billing information:** When you donate or purchase, in addition to your contact information, Habitat NWMA asks for your billing address and credit card or other financial services information. Habitat NWMA uses a third-party banking agent to process your payments via a secured socket layer connection (TLS 1.2 or higher using SHA 256 encryption) to a secured server that verifies your credit card/bank information. The agent returns a unique tracking number only, which cannot be decrypted to obtain the payment card information, and Habitat NWMA never retains your complete credit card number. Only employees who need access to your Personal Information to perform a specific job

are granted access to that information, and Habitat NWMA and our banking agent will not share your credit card/bank information with any other third party.

**3. Sensitive Personal Data:** We do not collect your “Sensitive Personal Information” (e.g., mental or physical health or dietary information, racial or ethnic origin, religious beliefs, sexual orientation, citizenship or citizenship status) unless there is a clear reason for doing so—such as your participation in a sponsored physical event or—and then only to the extent that we have your permission to collect such data and it is required to ensure that we provide appropriate facilities or support to enable you to participate in the event or to have access to Habitat NWMA’s services or programs. All Personal Information of a child will be treated as Sensitive Personal Information and collected and retained only with explicit consent of a parent or legal guardian.

Should you support Habitat NWMA in a substantial way, we may provide an account manager to help tailor your relationship to us and the information you receive from us to suit your interests. If this is the case, we may collect demographic data relevant to your relationship with Habitat NWMA. If you give us permission and provide us with Sensitive Personal Information, this may also be recorded so we can communicate with you in a considerate and appropriate manner.

All Sensitive Personal Information is stored on a password-protected system to which only a limited number of relevant staff have access. It is deleted when no longer needed by us, is never shared with third parties without your permission, and is available to you at any point should you wish to see it.

It is optional for you to engage in any event or activity; however, if you choose to do so, we may require that you provide certain Personal Information. Depending upon the activity, some of the information we ask you to provide is required and some is voluntary. If you do not provide the required information for a particular event or activity, you may not be permitted to engage in that event or activity.

**4. Automated information:** We also collect information, some of which may be Personal Information, through automated means when you visit our Website (“Automated Information”) such as:

- the IP address of the device you use to connect to the internet (which may include information about your geographic location)
- the unique identifiers of your device
- your browser characteristics
- your device characteristics
- your operating system
- your language preferences
- the websites you visited before coming to our Website or through which you were referred to our Website
- information on actions taken by you on our Website
- dates and times of your visits to our Website
- the pages you accessed on our Website

Most web browsers automatically accept cookies. If you do not wish to have cookies on your system, you can set your browser to refuse them. Please review the specific instructions from your browser to do this. However, please note that not accepting cookies may make certain features of our Website unavailable or difficult to view or use.

**5. Information we obtain from third parties:** We may obtain Personal Information from third parties in several ways:

- We may obtain Personal Information from third parties for marketing and business purposes. If we obtain Personal Information from third parties for any of these purposes, we will require that

any third parties from whom we may obtain such Personal Information represent to us that they have acquired the Personal Information in compliance with all applicable laws and have the right to provide us such Personal Information for our marketing purposes.

We may collect Personal Information from publicly available sources.

### **III. How Will Habitat NWMA use your personal data?**

Habitat NWMA will use your Personal Information for the following purposes:

#### **a. For administrative reasons, including:**

- “service administration,” which means that Habitat NWMA may contact you for reasons related to administering any donations you have made, the completion of commercial or other transactions you have entered into with us, or the activity or online content you have signed up for;
- to confirm receipt of donations (unless you have asked us not to do this), and to say thank you and provide details of how your donation might be used;
- in relation to correspondence with us whether by letter, email, text, social media, message board or any other means, and to contact you about any content you provide;
- for internal recordkeeping to document your relationship history with us;
- to complete sales transactions you have entered into with us, for example at The Habitat NWMA ReStore;
- to implement any instructions you give us with regard to withdrawing consent to send marketing information;
- to use IP addresses to identify the location of users, to block disruptive use, and to establish the number of visits from different countries.

#### **b. For marketing and fundraising:**

Sections III and IV describe what data may be used for marketing and fundraising purposes and under what circumstances.

#### **c. Analysis:**

To analyze and improve the activities and content offered by the Habitat NWMA Website to provide you with the most user-friendly navigation experience. We may also use and disclose Personal Information in aggregate (so that no individuals are identified) for marketing and strategic development purposes.

### **IV. Why do we hold and process personal data?**

Habitat NWMA may request from you, or you may volunteer to provide your contact information, including your name, mailing address, phone number(s), social media handles and e-mail address(es), and payment information. We hold and process supporters' Personal Information for a number of reasons:

- to keep a record of donations made and actions taken by our supporters and our communications with them;
- to send supporters marketing information about our projects, fundraising activities and appeals where we have their consent or are otherwise permitted to do so;
- to fulfill contractual obligations entered into with supporters;
- to support volunteers, such as during builds or fundraising events;
- to support community-based fundraising and campaigning;

- to ensure we do not send unwanted information to supporters or members of the public who have informed us they do not wish to be contacted;
- to manage supporters' accounts and provide customer service;
- to offer contests, giveaways or other promotions;
- to enforce the Website [terms of service](#); and/or
- to perform other functions as described at the time Habitat for Humanity collects information.

**Targeted Fundraising for U.S. and Canadian Residents:** We may use certain Personal Information (name, address, telephone number or e-mail information, etc.) to contact you for the purpose of raising money for Habitat NWMA, but any such communication will provide you with the opportunity to opt-out of receiving such future communications. If you do not elect to opt-out, we may exchange or rent your information with other organizations. If you re-engage with Habitat NWMA without indicating your intent to opt-out, we will re-subscribe your e-mail to ensure that you do not miss Habitat NWMA updates. You are free to opt-out of fundraising solicitations and your decision will have no impact on your ability to receive services from Habitat NWMA or to volunteer with us.

If you did not opt-out from receiving fundraising communications, we may also analyze your Personal Information to create a record of your interests and preferences. This allows us to ensure communications are relevant and timely, to contact you in the most appropriate and relevant way and in general to provide you with an improved user experience. It also helps us to understand the background of our supporters so that we can make appropriate requests for support, enabling us to raise funds and partner with families sooner and more cost-effectively.

If you did not opt-out from receiving fundraising communications, Habitat NWMA may also share data from its U.S. and Canadian resident supporters with select third-party sponsors and service providers based on our assessment that the products or services may be of interest to these supporters or that the sponsor or provider can help Habitat for Humanity identify what services or appeals may be of interest to our supporters. We may also provide our U.S. and Canadian resident supporters with information about services from third parties. If you do not wish for your data to be used in this way, you may follow the instructions for modifying your consent (see below Section IX, "How to control what we send you or update your Personal Information").

#### **V. When will we send you personalized marketing communications?**

Habitat NWMA will contact you for marketing purposes—for example, to keep you up to date on our work, or let you know how you can support that work—only where we have your consent or we are otherwise allowed to do so because of your prior engagement with Habitat NWMA.

We will make it easy for you to tell us if you would like to receive marketing communications from us and hear more about our work and the ways in which you would like to receive this information. We will not send you marketing material if you tell us that you do not wish to receive it. Instructions for how to do so are below (see Section IX below "How to control what we send you or update your Personal Information").

#### **VI. How and when do we obtain information about you?**

In addition to the means otherwise described in this Privacy Policy, including with respect to the information we collect, Habitat NWMA may obtain your personal data under the following circumstances:

##### **a. When you give it to a Habitat affiliated local organization or Habitat sponsor organization:**

We may obtain your Personal Information indirectly when you sign up for an event sponsored by a Habitat affiliated local organization or sponsor organization, such as in connection with your participation in a build or volunteer event. In such cases, the Habitat affiliated local organization or sponsor

organization will share your data with Habitat NWMA to enable us to contact you about your volunteer event or about future Habitat NWMA programs and support opportunities. It may also be shared if it is a necessary part of completing a contract, legal obligations, or other obligations to you in connection with your participation in an event.

Each Habitat local organization and sponsor organization is solely responsible for its own collection and use of your personal data. Collection and processing of your Personal Information by those organizations is governed by their privacy policies and may in some instances be shared with Habitat NWMA.

**b. When you give it to Habitat NWMA indirectly:**

We will obtain your Personal Information when you communicate to your employer or to a retail partner of Habitat NWMA during your point of purchase that you affirmatively designate Habitat NWMA to receive a personal contribution from you.

Sometimes your Personal Information is collected by an organization working on Habitat NWMA's behalf (for example, a professional fundraising agency). In such cases, the agency is acting on our behalf, and we are the "data controller" responsible for the security and proper processing of your data, just as if you had given it to Habitat NWMA directly.

**c. When you access Habitat NWMA's Website or sponsored social media:**

We might also obtain your Personal Information through your visit to our Website or your use of social media such as Instagram, Facebook, WhatsApp, Twitter, or LinkedIn, depending on your settings or the privacy policies of these social media and messaging services. To change your settings on these services, please refer to their privacy notices, which will tell you how to do this.

<http://privacycenter.instagram.com/policy>  
<https://www.facebook.com/policy.php>  
<https://twitter.com/en/privacy>  
<https://www.whatsapp.com/legal/#privacy-policy>  
<https://www.linkedin.com/legal/privacy-policy>

**d. When the information is publicly available:**

We might also obtain Personal Information about individuals who may be interested in giving major gifts to organizations like Habitat NWMA. In these cases, we may seek to find out more about these individuals' interests and motivations for giving through publicly available information. The information sources may include newspaper or other media coverage, open postings on social media sites such as LinkedIn, and services that aggregate data on charitable giving.

**e. When and why we use cookies:**

Cookies are a useful way for us to understand how supporters use Habitat NWMA's Website. When you visit our Website, we will use cookies to collect data from your computer or other device, such as a smart phone or tablet. Cookies are created by your web browser when you visit our Website. Every time you return to our Website, your browser will send the cookie file back to the Website's server. Cookies improve your experience of using our Website by, for example, preserving your preference settings so that you are shown information likely to be most relevant to you, and measuring your use of the Website so that we may continuously improve it. Cookies can also be used to show you relevant Habitat NWMA content on social media services.

The Habitat NWMA Website may contain hyperlinks to websites owned and operated by other organizations, including private sector partners, other NGOs and charities, and Habitat Affiliates and Habitat National Organizations. These third-party websites have their own privacy policies, including policies on the use of cookies, which would apply to the use of Personal Information you submit, or which is collected by cookies while visiting those websites. Habitat NWMA cannot accept responsibility for the privacy practices of such third-party websites, and we recommend therefore that you familiarize yourself with their policies.

Other ways we use cookies to enable us to improve our services:

- remembering if you are logged in so you can move around the Website without having to log in again on each page (for example if you are in checkout);
- measuring how many people are using each page of the Website and for how long so that we can try to improve the quality of our Website;
- enabling you to view content shared on social media or sharing sites, such as YouTube or Twitter.

If you reside in the United States or Canada, cookies may also be used for “re-targeting” in advertising campaigns so that third-party vendors can display advertising to you about Habitat NWMA or other related entities as you use the internet.

**How to manage and delete cookies:** If you wish to restrict or block the cookies set by the Habitat NWMA Website, you can do this through your computer or device’s browser settings. The Help function within your browser should tell you how. Alternatively, you may wish to visit [www.aboutcookies.org](http://www.aboutcookies.org), which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your computer as well as more general information about cookies.

Please be aware that restricting cookies may affect the functionality of the Habitat NWMA Website.

If you visit our Website as an anonymous visitor (e.g., you switch off cookies), Habitat NWMA may still collect certain information from your browser, such as the IP address (which uniquely identifies a computer or other internet device).

## **VII. How we share your information inside and outside the Habitat Network:**

If you reside in the U.S. or Canada, and unless you instruct us otherwise by opting out, Habitat NWMA may share your personal data with organizations with which Habitat NWMA partners, as well as other companies whose products and services may be of interest to you. In these cases, we may also provide you with information about services from third parties, unless you inform us that you do not want to receive this information.

**Sharing of information within the Habitat network:** We may share your Personal Information with a Habitat affiliated local organization or sponsor organization, such as in connection with your participation in a build or volunteer event, or to enable a Habitat affiliated local organization or sponsor organization where you have expressed interest to update you about its own programs and campaigns or with other local organizations. Before we will share your Personal Information, Habitat NWMA requires that the Habitat affiliated local organization or sponsor organization receiving the data (the “Receiving Organization”) maintain security controls that will assure that your data is securely stored and accessible only by appropriately trained personnel. Unless you inform us that you do not consent, Receiving Organizations may in the future contact you about their own programs and activities.

Likewise, when you provide Personal Information to a Habitat affiliated local organization or sponsor organization in connection with your participation in a build or other volunteer/fundraising event that

Habitat NWMA sponsors, your personal data may be shared between (i) the Receiving Organization and any other Habitat affiliated local organization or sponsor organization that hosts the build or other volunteer/fundraising event (the “Hosting Organization”) or the local organization, and (ii) the Receiving Organization and Habitat NWMA. Unless you inform Habitat NWMA or the Receiving Organization that you do not consent to marketing by the Hosting Organization or the local organization, the Hosting Organization or the local organization may also contact you about its own programs and activities in the future.

**Habitat NWMA’s service providers and business partners:** We may need to share your information with service providers, data brokers, third-party advertisers, payment processors, and/or government agencies who help deliver our mission, services, objectives, and fundraising activities. Habitat NWMA may rent, sell, or exchange names, postal addresses, telephone numbers and donation history to other organizations. If you do not want us to share your Personal Information with third parties who may use such information for their own independent purposes, you may call us at 470-500-6757, e-mail us at [kaudelin@habitatnwma.org](mailto:kaudelin@habitatnwma.org) or write to us at: Office Manager; Habitat for Humanity NWMA; 1625 Spring Road SE Smyrna, Georgia 30080

**Facebook and other Social Media Sites:** We may also use your e-mail address and phone number to match your Facebook or other social media account(s) to show you Habitat NWMA content while you use those services. We only do this where you have consented to receiving marketing emails, either by opting in or by not opting out. In addition, we may also use your e-mail address and phone number to link to Facebook or other social media sites to identify other users of these sites whom we believe would be interested in Habitat NWMA.

There are two ways to opt out of our sharing of your data. You can either update your consent preferences directly with us at Habitat NWMA (see below Section IX below, “How to control what we send you or update your Personal Information”) or via the social media sites:

Facebook: <https://www.facebook.com/help/568137493302217>

LinkedIn: <https://www.linkedin.com/help/linkedin/answer/62931>

Twitter: <https://business.twitter.com/en/help/troubleshooting/how-twitter-ads-work.html>

Instagram: [Adjust your Ad topic preferences on Instagram | Instagram Help Center](#)

Please note the above third-party links are provided as a courtesy but are not under Habitat NWMA’s control and are subject to change at any time. Updating your preferences with Habitat NWMA will not guarantee that you will never see Habitat NWMA or Habitat for Humanity content on social media, since the social media site may select you based on other criteria.

**Where legally required:** We will also comply with legal requests where disclosure is required or permitted by law (for example to government bodies for tax purposes or law enforcement agencies for the prevention and detection of crime, subject to such bodies providing us with a relevant request in writing).

## **VIII. How long will Habitat NWMA keep your Personal Information?**

We will hold your Personal Information on our contact lists only for as long as you continue to provide your consent. If you are a U.S. or Canadian resident, your ongoing consent is presumed unless you inform us that you wish to be removed from our contact list. (Instructions for doing this are set forth below in Section IX.) If you are not a U.S. or Canadian resident, your consent will be presumed to expire after 24 months, unless renewed consent is provided by you. Beyond that, we will hold your information only for as long as necessary to comply with our legal and regulatory obligations—such as, for example, to provide documentation on funding sources in connection with a review or audit of our compliance with U.S.C. Sec. 501(c)(3).

If you request that we stop sending you marketing materials, we will keep a record of your contact details and appropriate information to enable us to comply with your request not to be contacted by us.

Legacy income is vital to the running of Habitat NWMA. We may keep data (including Personal Information) you provide to us indefinitely to carry out legacy administration and communicate effectively with the families of people leaving us legacies. This also enables us to identify and analyze the source of legacy income we receive

**IX. How to control what we send you, update your Personal Information, opt out of communications, delete your Personal Information from our records, request a copy of your Personal Information, or appeal a decision on how we handle your personal data:**

In certain countries and in certain states, you have specific rights regarding your Personal Information. This section describes your rights and explains how to exercise those rights.

**Your data privacy rights and Colorado Privacy Statement**

- Right to opt-out of sharing personal data: You can elect to direct us not to use your Personal Information. We share Personal Information (including name, contact information and donation history) in the context of cooperatives managed by third-party vendors such as data brokers. The Personal Information provided is used by the third-party vendors to create a score or profile which may then be used to send solicitations on behalf of other organizations. These organizations will not have direct or continued access to your Personal Information unless you choose to provide it to them directly by responding to an appeal. We do not share health-related data in connection with these efforts.
- Right to opt-out of targeted advertising: You have the right to opt-out of targeted advertising through the processes outlined below for exercising any of these rights.
- Right to access: You can request and receive all Personal Information in a form that is concise, transparent, and easily intelligible and in an appropriate, commonly used electronic format, depending on the nature of the data. The right to access Personal Information may be limited by local law.
- Right to correction: You have the right to correct inaccuracies in your Personal Information.
- Right to deletion: You have the right to request that we delete any of your Personal Information we collected from you and retained, subject to certain exceptions. Once we receive and confirm your request, we will delete (and direct our service providers to delete) your Personal Information from our records, unless an exception applies. Please note that in cases of deletion, limited Personal Information will remain to document the request. The right to access Personal Information may be limited by local law.
- Right to portability: You have the right to request that your data be transferred to another entity in a format that we can transmit securely.
- Right of appeal: If you exercise one of your privacy rights and we are unable to process your request, we will endeavor to provide you with an explanation as to why the request was denied. The explanation will include information on how to appeal, including the relevant regulatory authorities, based on your state or country of residence. All requests for appeal will be reviewed by Habitat for Humanity's General Counsel in consultation with Habitat for Humanity privacy and risk professionals.

**How to exercise your privacy rights or change the way we communicate with you:**

Update your contact preferences:

- For **postal mail**, visit [habitat.org/preferences](https://www.habitat.org/preferences).
- For **e-mail newsletters**, visit [habitat.org/email/manage](https://www.habitat.org/email/manage).



- You can opt out of **marketing emails** at any time by clicking the unsubscribe link in any marketing email from Habitat for Humanity.

Contact us:

- E-mail us at [kdaudelin@habitatnwma.org](mailto:kdaudelin@habitatnwma.org)
- Call us at: 470-500-6757
- Or write to us at: Office Manager; Habitat for Humanity NWMA; 1625 Spring Road SE Smyrna, Georgia 30080 (to amend your preferences for any communication channel)

For your protection, we will use commercially reasonable efforts to verify your identity when you are exercising your right to have personal data corrected or deleted or to receive a copy of your personal data before implementing your request. If you are submitting a request on behalf of someone else, we may ask for additional verification, such as written documentation or other proof of authority. We will try to comply with your request as soon as reasonably practicable, consistent with applicable law.

**For California Residents:** California's "Shine the Light" law (Civil Code Section § 1798.83) permits users of our Website that are California residents to request certain information regarding our disclosure of Personal Information to third parties for their direct marketing purposes. To make a request, please contact us by any method detailed above. We will respond to your request consistent with applicable law.

**For Colorado Residents:** If you have concerns about the appeal of any action related to your personal data, you have the ability to contact the Colorado Attorney General at <https://complaints.coag.gov/s/contact-us> or Office of the Attorney General Department of Law, Ralph L. Carr Judicial Building, 1300 Broadway, 10th Floor, Denver, Colorado, 80203. Please refer to the [Colorado Privacy Statement](#).

**Timing of implementation:** In responding to requests not to receive marketing information, we will take all reasonable steps to remove you from all Habitat NWMA marketing lists. We are committed to meeting the following service levels:

- **E-mail:** 48 hours from receipt of e-mail
- **SMS:** 48 hours from receipt of SMS
- **Mail:** 6 to 8 weeks from receipt of 'do not mail' request. This period is longer than for other channels due to the production times for mailing or telephone campaigns.

If you have already been selected for inclusion in a Habitat NWMA marketing campaign at the time you requested not to receive such information, we may be unable to remove you from that campaign within these time periods.

#### **X. How Habitat NWMA keeps your data safe:**

We ensure that there are appropriate technical controls in place to protect your personal details and keep them secure. For example, our online forms that ask for Personal Information are stored on networks that are password-protected and routinely monitored. Laptops are not used to store sensitive Personal Information unless they are both password-protected and encrypted. All Sensitive Personal Information is stored on a secure database, to which only a limited number of relevant personnel have access. It is deleted when no longer needed by us and is never shared with third parties, except as expressly set forth in Sections III and IV.

Within Habitat NWMA, we undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff, volunteers, and contractors. Where we share your personal data with a Sponsor Organization or local organization, the Sponsor

Organization or local organization is required to take comparable steps to assure that your information is securely stored and accessed only by appropriately trained personnel.

We use external companies to collect or process Personal Information on our behalf. We do comprehensive checks on these companies before we work with them, and in our legal agreements, we clearly set out our requirements regarding how they manage the Personal Information to which they have access. We have a robust partner-monitoring framework to ensure these contractual obligations are met.

## **XI. Changes to Habitat for Humanity's Privacy Policy**

This Privacy Policy was last updated as of the date written above. It may be updated from time to time, so you may wish to check it each time you submit Personal Information to Habitat NWMA. If you do not agree with these changes in this update, please review the instructions in Section IX to update your preferences and discontinue use of the Website. If material changes are made to the Privacy Policy, we will notify you by placing a prominent notice on the Website.

### **Personal Data or categories of personal data that we process:**

We provide our donor community with several options to get involved and support the work of Habitat NWMA including through online donations, performed through our website or social media.

Depending on how you have chosen to communicate with us and to ensure we can provide you with information that is relevant and of interest to you we generally process the following categories of personal data:

- Name (first name and family name)
- Prefix
- Address
- E-mail Address
- Job title for employees of institutional donors
- Data regarding the donation: amount of donation, purpose of donation, date of donation
- History of previous donations
- History of donor and interests regarding our organization and its purposes
- Members of your household, if they are giving to our organization or have shown interest in our organization
- Language preference

In case we have direct personal contact with you throughout our donor relationship, we might process further data, as it is shared by you or gained from publicly available resources:

- Phone number
- Date of birth
- Age
- Gender
- Job title, profession
- Place of work
- Information about the content and channel of communication, date, reason and result of our interactions with you
- Your personal preferences and areas of interest with regards to our organization and its purposes
- Habitat NWMA events that you and your family have attended
- General publicly available information

Within our research we also gain publicly available information through various publicly non-intrusive accessible sources and may process personal data in line with the purpose of the source.

**Purposes of processing your personal data and lawful bases**

Through your gift(s) you have expressed support and interest in our work. Our work would not be possible without the voluntary contributions we receive such as the one you are making. Through the following chart, we are providing you with the purposes and lawful bases of our processing activities, which are among others:

Our purpose:	What we do:	On what lawful basis:
<p>Processing of administrative purposes in relation to the donor relationship</p>	<ul style="list-style-type: none"> <li>• Issuing tax receipts</li> <li>• Processing the donation details (such as name, address, date of donation and amount, email address)</li> </ul>	<p>Contract: Art. 6.1 b) GDPR</p>
<p>To fulfill legal and administrative obligations:</p> <ul style="list-style-type: none"> <li>• producing proof of transactions.</li> <li>• fraud prevention and money laundering prevention.</li> <li>• to fulfill tax control and reporting obligations.</li> <li>• to fulfill instructions of the administration as well as court orders.</li> <li>• to judge and monitor risks of money from illegal sources within Habitat for Humanity</li> </ul>	<p>We process names and bank details of institutional and private donors.</p>	<p>Legal obligations: Art. 6.1 c) GDPR</p>

Our purpose:	What we do:	On what lawful basis:
International and Habitat NWMA		
Preventing fraud, money laundering and other criminal activities, preserving the reputation of Habitat for Humanity International and Habitat NWMA	<ul style="list-style-type: none"> <li>• We process bank details, names.</li> <li>• We do a due diligence check on potential donors through publicly available sources.</li> </ul>	<ul style="list-style-type: none"> <li>• Legitimate interest: Art. 6.1 f) GDPR</li> <li>• Legal obligation: Art. 6.1 c) GDPR, US Treasury Regulations</li> </ul>

### Recipients or categories of recipients of your personal data

We do not share your data with any third parties for promotional purposes.

Within Habitat NWMA, access to your personal data is only given to individual members of staff or teams to fulfill our legal and contractual obligations, as well as for the above-described purposes.

Your personal data may be shared with the service providers that we engage as processors. If we do so, we will always enter into data processing agreements including all the legal obligations of Art. 28 GDPR. Such processors can be the following (this list is not exhaustive, and we reserve the right to change service providers):

- service providers that we use for our collection and processing of data in our database, our communication with you, online or in print
- public institutions and authorities regarding our legal reporting obligations (such as tax authorities, federal bank)
- service providers whom we use to process your donation
- service providers we use for the maintenance and support of our IT systems
- service providers we use for our internal financial accounting systems, compliance systems, data screening within legal obligations and audits.

### Time of storage of your personal data

We delete your personal data when the legal basis for maintaining the data has/have expired and the processing and storage of your personal data is no longer necessary, this is usually the case after we have had no giving or no contact from your side for more than 2 years, unless we are bound to extend the storage for legal reasons.

### Your data protection rights

- You have the following rights based on the GDPR:
- Access Right (Art. 15 GDPR)

- You have the right to request access to the personal data that we process about you.
- Right to rectification (Art. 16 GDPR)
- In case we process inaccurate personal data about you, you have the right to rectification.
- Right of erasure, restriction and objection (Art. 17, 18 and 21 GDPR)
- If the legal requirements of Art. 17, 18 or 21 GDPR are given, you have the right to erasure of your personal data, the right to restriction of processing and the right to object the processing of your personal data.
- Right to data portability (Art. 20 GDPR)
- If you have given your consent to the processing of your personal data or we are processing on the basis of a contract and the processing is carried out by automated means, you have the right to transmit those data to another controller.

### **Your right to withdraw your consent**

You have the right to withdraw any consent you have given at any time for the future by email or mail to the addresses set forth above. This withdrawal does not affect the lawfulness of processing of your personal data that has taken place prior to your withdrawal.

### **Obligation to provide personal data when required for a contract**

We need certain personal data from you to be able to perform the donor relationship and to fulfill our contractual and statutory legal obligations. Without this personal data we cannot conclude the donor contract with you or cannot continue an existing contractual donor relationship.

### **Contact – Office Manager**

If you wish to exercise any of your rights mentioned herein or have any questions about this policy, please contact the Data Protection Officer:

- 470-500-6757
- or e-mail us at [kdaudelin@habitatnwma.org](mailto:kdaudelin@habitatnwma.org)
- or write to us at: Office Manager; Habitat for Humanity NWMA; 1625 Spring Road SE Smyrna, Georgia 30080