

Shumla Archaeological Research & Education Center

Donor Privacy Policy

Overview

This policy applies to all information received by Shumla Archaeological Research & Education Center (Shumla), both online and offline, on any Platform, including the Shumla website and mobile applications, as well as any electronic, written, or oral communications.

Shumla will not sell, share, or trade donor names or personal information with any other entity.

To the extent any donations are processed through a third-party service provider, donor information will only be used for purposes necessary to process the donation.

Donor Privacy

This Policy applies to the collection of information, including information collected on our website. By submitting your information to us or any of our staff, you consent to the terms and conditions of the policy and to our processing personal information for the purposes stated below.

Shumla restricts access to personal information to only those employees who need to know that personal information to provide our services.

Personal Information

"Personal Information" is information that identifies you personally, such as your name, address, telephone number, or email address. We collect and store personal information that you share with us. Below are examples of ways in which we may collect your information:

- When you request information via one of the email addresses or online forms identified on our website, or otherwise contact us in person, by phone, or email, with an inquiry, we may collect information such as your name, address, email, or telephone number to respond to that inquiry.
- We may collect your name, email address, telephone number, and other contact information if you register for and/or attend an event.
- We may collect information such as your name, email address, telephone number, and payment information when you make a contribution, either on our

website, over the phone, by mailing in a check, or any other manner in which you might make a contribution.

- We may collect information about your charitable gifts (such as your gift amounts, history, and parties to transactions).

The above list provides a sample of personal information that may be collected by Shumla. From time to time, we may collect other personal information from you in ways not described above.

Other Information

Shumla may collect anonymous demographic information, such as your ZIP code, age, gender, preferences, interests, and favorites.

Information about your computer hardware and software is automatically collected by Shumla on our website, www.shumla.org. This information may include: your IP address, browser type, domain names, access times and referring website addresses. This information is used by Shumla for the operation of the website, to maintain quality of the website, and to provide general statistics regarding use of the website.

Shumla encourages you to review the privacy statements of websites you choose to link to from Shumla so you can understand how those websites collect, use, and share your information. Shumla is not responsible for the privacy statements or other content on websites outside of the Shumla website.

Security of Your Personal Information

Shumla secures your personal information from unauthorized access, use or disclosure. Shumla secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Use and Disclosure of Personal Information

Shumla respects and values the trust you place in us when you give us your personal information and is committed to maintaining the confidentiality of our donors' personal information.

We will not trade, share, or sell a donor's personal information, collected on the website or through any business activities, with anyone else.

We will only share donor mailings on behalf of other organizations if the donor has given us specific permission to do so.

We will only share donor testimonials if the donor has given us specific permission to do so. These testimonials may be featured on Shumla's Blog, website, or other publications.

Donor names may be featured in recognition lists with other donors at their associated giving level in Shumla publications such as the website or annual report. This information will be shared unless the donor has specifically requested to remain anonymous.

We will collect payment information, billing address, and other information necessary to process a donation or event registration.

We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to requirements of the law or comply with the legal process served on us, protect, and defend our rights, or act in urgent circumstances to protect the personal safety of others.

We will use your personal information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration or other donation. If you use a credit card, we may use card authorization and fraud screening services to verify that your card information and address match the information that you supplied to us, and that the card being used has not been reported lost or stolen.

Except as described in this Donor Privacy Policy or at the time we request the information, we do not otherwise disclose your personal information to any third parties. Further, Shumla will not sell or trade your personally identifiable information to any third parties.

Contact Information

Shumla welcomes your comments, questions, or concerns regarding this Statement of Privacy. If you believe that Shumla has not adhered to this Statement, contact us at info@shumla.org. We will use reasonable efforts to promptly determine and remedy the problem.

Changes to This Policy

Shumla will occasionally update this Policy to reflect organizational and customer feedback. Shumla encourages you to periodically review this Policy to be informed how Shumla is protecting your information.

Updated 25 February 2021