

## **Privacy Policy:**

Edutek Global is committed to respecting the privacy of our donors. We have developed this Donor Privacy Policy to ensure our donors that their information will not be shared with any third party. Edutek Global provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used.

We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

Edutek Global collects and maintains the following types of donor information:

- Contact information: name, organization, complete address, phone number, email address.
- Shipping information: name, complete address.
- Requests receive periodic updates; e.g., to individuals who request it, we will send periodic mailings and/or e-mails related to specific fund-raising appeals, and newsletters, individuals can request to opt out of any and all mailings.

Edutek Global may use your information to complete a transaction, to communicate back to you, and update you on the events associated with Edutek Global. Credit card numbers are used only for donation or payment processing and are not retained for other purposes. Credit cards used through paypal are not kept on file.

Edutek Global will not sell, rent, or lease your personal information to other organizations which is consistent with our Statement of Privacy.

We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of Edutek Global.

Please contact us if you wish to be removed from our mailing list. Your email request and subsequent confirmation is a mechanism to have your address removed from our contact list.

If you have comments or questions about our Donor Privacy policy please send us an email to [info@edutekglobal.com](mailto:info@edutekglobal.com) or call us at 303-547-4305.