

## **Privacy Statement:**

### Policy and Purposes

This policy identifies the privacy standards that Edutek Global uses regarding the personal information of those who encounter and use the web site of Edutek Global. It is written for the benefit of the web user. The following paragraphs appear on the web site for public disclosure.

### Collecting and Using Personal Information

When you visit and navigate the web site of Edutek Global and when you communicate with us via our site, we will not collect personal information about you unless you provide us that information voluntarily. Any non-public personal information that you may provide via our site will be used solely for the purpose stated on the page where it is collected. (In some cases, and in all cases where required by law or regulation, you will be able to update the information that you provide to us either by sending us an e-mail or, where you have established personal profiles with us, by updating your profile online. Please refer to the specific page where data is collected for more information.)

Edutek Global will not sell, license, transmit or disclose this information outside of Edutek Global unless:

- expressly authorized by you,
- necessary to enable Edutek Global contractors or agents to perform certain functions for us, or
- required or permitted by law.

In all cases, we will disclose the information consistent with applicable laws and regulations and we will require the recipient to protect the information and use it only for the purpose it was provided.

By “personal information,” we mean data that is unique to an individual, such as a name, address, e-mail address, or telephone number. From time to time, we may request personal information from you to deliver requested materials to you, respond to your questions, or deliver a product or service.

### Email Addresses & Communication

We welcome your comments or questions about our websites and have provided e-mail addresses and phone numbers for that purpose. We will share your comments and questions with our representatives and those employees or selected volunteers most capable of addressing your questions and concerns.

Please note that your e-mail, like most, if not all, non-encrypted Internet e-mail communications, may be accessed and viewed by other Internet users, without your knowledge and permission, while in transit to us. For that reason, to protect your privacy, please do not use e-mail to communicate information to us that you consider confidential. If you wish, you may contact us instead via telephone at the numbers provided at various locations on our web site.

There are some locations on the web site of Edutek Global where we have made special provisions for a more secure environment in which we can exchange information with you. At each of these locations, we will provide you with appropriate instructions.

### Linking to Other Sites

From time to time, our website may provide links to other websites, not owned or controlled by Edutek Global, that we think might be useful or of interest to you. We cannot, however, be responsible for the privacy practices used by other website owners or the content or accuracy of those other websites. Links to various non-Edutek Global websites do not constitute or imply endorsement by Edutek Global of these websites, any products or services described on these sites, or of any other material contained in them.

### Our Commitment to Data Security

Edutek Global has adopted and adheres to stringent security standards designed to protect non-public personal information at Edutek Global against accidental or unauthorized access or disclosure. Among the safeguards that Edutek Global has developed for this site are administrative, physical and technical barriers that together form a protective firewall around the information stored at this site.

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. This includes unique identification codes and passwords provided only to those with a “need to know” within Edutek Global. Credit card and bank account numbers are not stored in any computer of Edutek Global and are not accessible through any web site, computer or digital files at Edutek Global. Any and all key volunteers who need or have access to personal data associated with our volunteers or donors is required to review and acknowledge their understanding and acceptance of the Donor Privacy Policy.

If you have comments or questions about this policy, please call 303-547-4305 or contact us at [info@edutekglobal.org](mailto:info@edutekglobal.org).

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