# Donor Privacy & Media Use Policy

Approved April 2024, with desire to improve even further by April 2025

### Introduction

We're on an adventure to bring hope and dignity to the most disadvantaged people in the world. This is our purpose statement. Thus, we are highly committed to the dignity and respect of all people. This document outlines that commitment, as it relates to all data/media collection and usage. Please note this document is subject to change.

### Collection

At The Hope Venture, we collect stories through our Story Collection Forms, email/WhatsApp conversations with partners, in-person visits to our projects by our teams, donor meetings, and personal communications. We collect financial and personal data through our website, mail-in donations, and personal communications.

#### Minors

It is our practice to be additionally sensitive to the use of a minor's information/photo. Where asked or required by our partners overseas, we receive parental consent in writing. For our Run for Hope, our <u>waiver</u> provides parental consent to use photos of minors who are runners. Where not required, we will endeavor to be careful and dignifying in all use of information.

### Usage

We use the stories we collect in several ways including the following:

- Our website
- Social media
- Emails
- Print publications
- Texts to donors
- Personal conversations
- Presentations at events

In all of these uses, we aim to dignify the recipient<sup>1</sup> in the telling of their story.

We use the contact information you provide about yourself when conducting a transaction internally in our databases as well as to contact and communicate with you. We use your payment information (credit card info, checking accounts, etc) through a secure payment processing software. This payment software allows us to charge your account again, but does not allow us to access the full account numbers (for example with a credit card, we only have access to the last four digits). We do not share this information with outside parties except to

<sup>&</sup>lt;sup>1</sup> Photography Guidelines - We use these guidelines learned from photographer, <u>Esther Havens</u>, and printed in our Brand Book:

<sup>1.</sup> Enter a situation whether at home or abroad with the number one goal being to love people and care about them. Don't start worrying about the camera before you connect and seek to know the person you are meeting.

<sup>2.</sup> Think more highly of others than yourself. Put yourself below them and think about how to honor them and celebrate them through photography.

<sup>3.</sup> Capture an accurate picture of that person's life. Don't assume the things you see are always a clear image. If someone came into your house and photographed you all stressed and frazzled with laundry all over the house, that may not be an accurate image of your life, and it certainly wouldn't be dignifying to you. We want to show the real need in people's lives without exaggerating their circumstances.

<sup>4.</sup> Always end on relationship. You are not closing a business deal to snap a few photos and move on to the next person, put down the camera again and finish having a personal conversation. Then be sure to thank them for letting you take their photo and if possible explain why you took it and what you plan to do with it.

### **HV Policies**

## Donor Privacy & Media Use Policy

### Approved April 2024, with desire to improve even further by April 2025

the extent necessary to complete your request. By submitting this information to us, you grant us the privilege to use the data as stated above. You may opt out at any time by emailing <u>info@thehopeventure.org</u> or by phone at 402-802-8296.

We collect aggregate use information, such as the number of hits per page, for internal and marketing use only; we do not provide your personally identifying information to the public.

### Our Commitment to Data Security

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. We use industry accepted tools and techniques to protect against unauthorized access to our systems.

### How to Contact Us

Should you have any questions or concerns regarding this policy, please email <u>info@thehopeventure.org</u> or text/call 402-802-8296.

Last Updated: April 23, 2024