

## **Hip Hop Education Privacy Policy**

Hip Hop Education maintains the highest level of respect for the privacy of its donors. We value our donors, volunteers and prospects (hereafter referred to as our "supporters") and take their privacy seriously. We will respect the privacy of the personal and organizational information that we are privileged to have about our supporters. Our commitment to respect the privacy of our supporters extends to how we obtain, use, protect and share information about them. This privacy policy is intended to be applied in conjunction with related Hip Hop Education policies, including, but not limited to, the Donor Bill of Rights.

### **What information we collect**

Hip Hop Education collects and uses personal information from supporters, which includes: amount donated, address, telephone number, supporter comments and e-mail address.

Tax laws in the United States and the State of Maryland require Hip Hop Education to maintain donation records with contact information and contribution levels.

How we use that information Hip Hop Education holds strictly confidential all information concerning supporters and prospects, including names, e-mail or mail addresses, telephone numbers, names of beneficiaries, nature and value of estates, amounts of provisions or gifts, etc., unless a supporter or prospect grants permission to use selective information for purposes of referral, testimonial, example, recognition, or publicity.

Hip Hop Education will use contact information (e-mail, telephone number and address) of supporters for the following purposes only:

- Distributing receipts to supporters for their donations
- Thanking supporters for their donations
- Informing supporters about upcoming fundraising and other activities of Hip Hop Education
- Conducting internal analysis of donations and maintaining donation records
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection)
- Contacting supporters about changes to this policy

All access to supporter information is strictly limited to professional staff that needs to process those data.

No such data are given to any person, organization or group who does not need to access those data.

Hip Hop Education only uses online payment processing services with world class security and strong reputations Hip Hop Education does not store, nor does it have access to, your credit card information, bank account numbers, or other account data sent to those processing services.

Further, we contractually require any person or organization providing services to Hip Hop Education to protect the confidentiality of supporter information.

### **Assurances of Privacy Controls**

Hip Hop Education has procedures in place to limit access to information to those employees and volunteers who need to know such information in order to fulfill our mission.

We educate our employees and volunteers on the importance of protecting the privacy and security of confidential personal and organizational information.

We will use our best efforts to comply with the expressed wishes of any supporter who:

- does not want to be recognized in published donor acknowledgement lists or credited in any promotional material,
- requests to be removed from our mailing lists for newsletters, promotions or fundraising
- wishes to remain anonymous in their giving and/or volunteer service to the mission of Hip Hop Education.

### **How do I opt out of receiving messages from hiphopeducaton.us?**

If you sign-up for Hip Hop Education eNewsletter or mailing list and decide you do not wish to receive it anymore, just send an email to [hhe-info@hiphopeducaton.us](mailto:hhe-info@hiphopeducaton.us) and place remove from mailing in the subject line.

### **LINKS**

We provide links on the Site to other sites of interest. We do not endorse the content of these sites or guarantee that they will abide by this Privacy Statement. Your use of such linked sites is subject to the terms and conditions and privacy policies of the providers of those sites. We encourage our users to be aware when they leave our Site and to read the privacy statements of each site that collects Personal Information.

### **USE OF COOKIES**

The use of cookies enables us to enhance your visits to the Site. Cookies are alphanumeric identifiers that are transferred to your computer's hard drive through your web browser. The Help portion of the toolbar on most browsers will tell you how to prevent your browser from accepting new cookies, but this will limit your ability to use some features. Cookies enable us to recognize your browser and provide features that are tailored to your needs.

We may use information from cookies for purposes of planning and tracking, as well as assessing the technical function of the Site. We may also use cookies to track information about which pages you visit within the Site to help us gauge the effectiveness of the Site or our content.

#### **CHILDREN AND PARENTS**

If you are under fifteen (15), we strongly encourage you to use this Site only with the knowledge of a parent or guardian. Any information you submit will be treated in accordance with the policies in this Privacy Statement.

#### **CHANGES IN OUR PRIVACY POLICY**

From time to time Hip Hop Education may make changes to our Privacy Policy. If we make changes, we will post them on our site to make our supporters aware of what the changes are and will always be aware of what information we collect, how we use it, and when we may disclose it.

#### **CONTACTING THE WEB SITE**

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at: [hhe-info@hiphopeducation.us](mailto:hhe-info@hiphopeducation.us). Physical inquiries can be sent to:

Hip Hop Education  
P.O. Box 31004  
Capitol Heights, MD 20731  
USA

#### **Donor Bill of Rights**

Hip Hop Education subscribes to the Donor Bill of Rights in its entirety, EXCEPT that because we DO NOT share or sell our mailing lists, Point Number Nine of the Donor Bill of Rights is moot.

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

*The text of this statement in its entirety was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and Association of Fund Raising Professionals (AFP).*