

S.E.F

# Privacy Policy - Seminaries Endowment Fund Website

**Effective Date** 20th August 2024

Seminaries Endowment Fund (“we,” “us,” or “our”) is committed to protecting the privacy and security of our website visitors and donors. This Privacy Policy explains how we collect, use, and protect your personal information when you visit our Endowment Fund website. (“the Website”).

## 1. Information We Collect

- **Personal Information:** When you visit the Website, make a donation, or contact us, we may collect personal information such as your name, email address, phone number, diocese, and payment information.
- **Non-Personal Information:** We may also collect non-personal information, such as browser type, IP address, and pages visited on the Website, to improve user experience and site performance.

## 2. How We Use Your Information

- **To Process Donations:** We use your personal information to process donations and send you receipts or acknowledgements.
- **To Communicate with You:** We may use your contact information to send you updates, newsletters, event invitations, and other communications related to our mission and programs.
- **To Improve Our Website:** Non-personal information may be used to analyse trends, administer the site, and enhance the user experience.
- **To Comply with Legal Obligations:** We may use and disclose your information as required by law or to protect the rights, property, or safety of our organization, donors, or others.

## 3. Sharing Your Information

- **Third-Party Service Providers:** We may share your personal information with third-party service providers who assist us in operating the Website, processing donations, and conducting our programs. These providers are required to protect your information and use it only for the purposes specified by us.
- **Legal Requirements:** We may disclose your information if required by law, such as in response to a court order.

- Consent: We will not share personal information with third parties for their marketing purposes without your explicit consent.

## 4. Cookies and Tracking Technologies

We may use cookies and similar tracking technologies to enhance your experience on the Website. Cookies are small data files stored on your device that help us remember your preferences and improve site functionality. You can control the use of cookies through your browser settings, but disabling cookies may limit your ability to use certain features of the Website.

## 5. Security of Your Information

We take the security of your donation information seriously and employ industry-standard security measures to protect it from unauthorised access, use or disclosure. However, no method of transmission over the internet or electronic storage is 100% secure. While we strive to protect your personal information, we cannot guarantee its absolute security.

## 6. Donor Privacy

We respect the privacy of our donors and are committed to protecting the confidentiality of their information. We will not sell, trade, or share donor personal information with any other organization without consent, nor send donor mailings on behalf of other organizations.

## 7. Children's Privacy

The Website is not intended for children under the age of 13. We do not knowingly collect personal information from children under 13. If we become aware that we have collected personal information from a child under 14, we will take steps to delete it.

## 8. Your Rights

- Access Your Information: Request a copy of the personal information we hold about you.
- Update Your Information: Correct or update your personal information if it is inaccurate or incomplete.
- Delete Your Information: Request the deletion of your personal information, subject to certain legal exceptions.
- Opt-Out: Unsubscribe from our communications or request that we stop processing your information for certain purposes.

If you sign up to receive email communications, we collect your email address in order to send you information about the fund. You can unsubscribe at any time by clicking the "unsubscribe" button at the bottom of every email or you can contact us through the

"Contact Us" section. Please note that you may continue to receive transactional messages from us.

To exercise these rights, please contact us [info@sef.or.ke](mailto:info@sef.or.ke).

## 9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal obligations. We will post the update policy on the Website, and the changes will take effect as of the "Effective Date" noted above.

## 10. Contact Us

When you contact us with a comment, question or complaint through email or phone, you may be asked for information that identifies you such as your name, telephone along with additional information we would need to help us promptly answer your question or respond to your comment or complaint. We may retain this information to assist you in the future and to improve.

If you have any questions or concerns about this Privacy Policy or our privacy practices, contact us at:

Seminaries Endowment Fund

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# Support Priest Training in Kenya

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