

## **ASAP Ministries Privacy Policy**

**Effective Date:** August 23, 2021

**Last Updated:** August 23, 2021

This Privacy Policy (the "Policy") applies to the websites, applications, and electronic communications on which it appears (the "Platform"). The Policy describes how ASAP Ministries ("ASAP Ministries" or "we" or "us" or "our") uses the Personal Information that we collect, receive, maintain, and store about you. Please read this Policy carefully; by interacting with us through the Platform you consent to this Policy.

### **1. Types of Personal Information We Collect**

We collect a range of Personal Information. "Personal Information" is information that identifies, relates to, describes, or is reasonably capable of being associated with or linked to an individual. When we combine Personal Information with other information (i.e. information that does not, on its own, identify you), we treat the combined information as Personal Information.

**Contact and Demographic Information** – If you sign up to receive print or electronic communications from us, submit an inquiry, or make a donation, we may collect your contact and mailing information. This may include your name, email address, address, and phone number.

**Payment Information** – If you make a donation or sponsor a student or teacher through the Platform, we will collect your payment information, including your credit card, debit card, or bank account information and billing address. We will also collect your donation details.

**Employment Information** – If you apply for employment with ASAP Ministries, we will collect your employment and work history, as well as personal information related to your potential employment. This may include your education and employment history, address and contact information, demographic information, and any other information included in your resume or application.

**Location Data** – While navigating our Platform, your mobile device or browser may share your location data, both through WiFi and GPS. ASAP Ministries will collect this information based on the settings of your phone or browser.

**Usage Information** – We may also collect usage and device information when you visit our Platform. This may include information about the browser, operating system, and/or device identifier for the device you are using, your ISP and IP information, your navigation activity on the Platform, as well as the websites that you came from and the site you visit when you leave.

### **2. How We Collect Personal Information**

We collect personal information in a variety of ways. We collect information directly from you; for example, when you make a donation through the Platform, register for a mission trip, join our mailing list, submit a job or volunteer application, or correspond with us through the Platform.

We may also collect information from third parties. For example, we work with business partners, subcontractors in technical and delivery services, advertising networks, analytics providers, and search information providers. We also collect information from you passively. Our Platform uses tracking tools

like cookies, pixels, and web beacons. We do this both on our Platform and in emails that we send to you. Through these tools we collect information about users over time when you use our Platform. This collection includes usage and browser information. We may also have third parties collect Personal Information in this way. For more information about the trackers that we use, please see Section 6 of this Policy. Additionally, if you enable location data on your device, this data may be collected passively based on the location settings on your device.

### **3. Combining Information**

We may combine Personal Information we obtain. For example, we may combine information that we have collected online with information that we have collected offline, for instance during calls between you and our support team. We may also combine information that we have collected across other third party sites or from other third parties with information we already have. Finally, we combine information across devices.

### **4. How We Use Personal Information**

We will use your Personal Information to offer our services, fulfill any donations or purchases you make from us, respond to your requests and inquiries, as well as to send you communications. We also use your Personal Information to communicate with you for transactional purposes. For example, we might contact you about this Policy or our Terms of Use.

We may also use your Personal Information to improve our Platform, products, and services. This may include using your Personal Information to customize your experience with us. We may also use your Personal Information for the security of the Platform and our company, our customers, and other third parties. We may also use your Personal Information to protect against fraud and other malicious activity.

We may also use your Personal Information for marketing purposes. For example, we may send you information about new features on the Platform, new services we offer, and special promotions or giving opportunities.

Finally, we may use your Personal Information for other purposes, as permitted by law.

### **5. Sharing Personal Information**

We may share your Personal Information in the following circumstances:

- **Within ASAP Ministries** – We may share your Personal Information within our family of organizations.
- **Service providers** – When we hire a service provider to help operate the Platform or our organization, we may give access to Personal Information as necessary to perform the service for ASAP Ministries. This may include service providers that operate our website, send our communications, or run our promotions.
- **Business Partners** – ASAP Ministries may share Personal Information to our trusted business partners. For example, we may share your Personal Information with an organization when we co-sponsor a promotion or service. These partners may use your Personal Information to, among other things, send you information or contact you about their services and products.
- **Legal obligation or protection from harm** - When ASAP Ministries has a good faith belief that access, use, preservation or disclosure of the Personal Information is reasonably necessary to (a) satisfy or comply with any requirement of law, regulation, legal process, or enforceable governmental request, (b) enforce or investigate a potential violation of the Terms of Use, (c)

detect, prevent, or otherwise respond to fraud, security or technical concerns, (d) support auditing and compliance functions, or (e) protect the rights, property, or safety of ASAP Ministries, its users, or the public against harm.

- **Merger or sale** - If ASAP Ministries is involved in a merger, acquisition, or any form of transfer or sale of some or all of its organization, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, personal Information may be transferred along with the organization. Where legally required we will give you prior notice and if you have a legal right to do so, an opportunity to object to this transfer.
- **Purposes described to you** – We may share your Personal Information for other purposes, as we describe to you.

**6. Cookies and Other Technologies**

We collect information about users over time on the Platform by using several common types of cookies and other tracking technologies including web beacons, pixels, and flash cookies. We also have third parties that collect information in this way on our behalf and for their own purposes. Cookies are small files that download when you access certain websites. For more information about cookies visit: <http://www.aboutcookies.org/>. Web beacons, pixels, and other tracking technologies operate independent of cookies.

To assist us with analyzing our website traffic through cookies and similar technologies, we use analytics services such as Google Analytics. For more information on Google Analytics’ processing of your Personal Information, please see [“How Google uses data when you use our partners' Platforms or apps.”](#) You can opt out of Google Analytics by installing [Google’s opt-out browser add-on](#).

These cookies may be ones placed by us (first-party) or by a third party. . We may use cookies that are session-based or persistent. Session cookies expire when you close your browser or turn off your device. Persistent cookies remain on your device after you close your browser or turn off device.

We may use a variety of cookies:

Type of Cookies	Description
Required	Required cookies are essential for the Platform to function properly and for you to navigate our Site and use its features, such as accessing secure areas of the Platform and using our services.
Performance	These cookies collect information about how you use the Platform, including which pages you go to most often and if they receive error messages from certain pages. These cookies do not collect information that individually identifies you. All information these cookies collect is aggregated and anonymous. It is only used to improve how the Platform functions and performs.
Functionality	Functionality cookies allow the Platform to remember information you have entered or choices you make (such as your username, language, or your region) and provide enhanced, more personal features. These cookies also enable you to optimize your use of the Platform after logging in. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customize.

You can control cookies and tracking tools. Some browsers have a “do not track” feature that prevents a website from tracking you, as well as additional cookie settings. Our Platform does not currently

respond to these signals. If you choose to block cookies and other trackers, certain features of the Platform may not work. Blocking or rejecting cookies will not stop all of the tracking described in this Policy. These features and options are browser and device specific and are not uniform. You can usually find these settings in the options or preferences menu of your browser. To understand these settings, the following links for commonly used browsers may be helpful, or you can use the help option in your browser for more details:

- [Cookie settings in Internet Explorer](#)
- [Cookie settings in Firefox](#)
- [Cookie settings in Chrome](#)
- [Cookie settings in Safari web](#) and [iOS](#).

To find out more on how to manage and delete cookies, visit [aboutcookies.org](#). For more details on your choices regarding use of your web browsing activity for interest-based advertising you may visit the following sites:

- [networkadvertising.org](#)
- [optout.aboutads.info](#)
- [youradchoices.com](#)
- [youronlinechoices.eu](#)

On a mobile device, you may also be able to adjust your settings to limit ad tracking.

## **7. Your Choices**

You have certain choices about how we use your Personal Information. You can opt-out of certain marketing. To opt-out of marketing communications, please email us at [office@asapministries.org](mailto:office@asapministries.org) or by following the instructions included in the email or text correspondence. Please note that, even if you unsubscribe from certain correspondences, we may still need to contact you with important transactional or administrative information, as permitted by law.

## **8. Information for Individuals in the EU**

Individuals in the European Union may have additional rights relating to the collection and processing of Personal Information under the General Data Protection Regulation (“GDPR”). If you need more information or would like to exercise your rights under the GDPR, you may contact us at [office@asapministries.org](mailto:office@asapministries.org).

### *a. Basis for Processing*

Our legal basis for processing the Personal Information described in this Policy will depend on the Personal Information concerned and the context in which we collect it. We collect Personal Information from you:

- where we need it to perform a contract with you;
- where it is necessary for compliance with a legal obligation to which we are subject;
- where the processing is in our legitimate interests (including the purposes described, above, in *How We Use Personal Information*); or
- if we otherwise have your consent.

### *b. Your Privacy Rights*

Depending on applicable law, you may have the right to:

- **Request access** to Personal Information about you.
- **Request correction** of the Personal Information that we hold about you.
- **Request erasure** of Personal Information about you. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- **Object to processing** of Personal Information about you where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms.
- **Request restriction of processing** of Personal Information about you. You can ask us to suspend the processing of Personal Information in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- **Request the transfer** of Personal Information to you or to a third party.
- **Withdraw consent** at any time where we are relying on consent to process Personal Information about you.

If you wish to exercise any of these applicable rights, please contact us at [office@asapministries.org](mailto:office@asapministries.org).

You may also have a right to lodge a complaint with a supervisory authority or other regulatory agency if you believe that we have violated any of your rights concerning Personal Information. We encourage you to first reach out to us at [office@asapministries.org](mailto:office@asapministries.org), so we have an opportunity to address your concerns directly before you do so.

## **9. Storage, Security and Retention of Information**

ASAP Ministries has taken reasonable steps to protect the Personal Information users share with us, including, but not limited to, setup of processes, equipment and software to avoid unauthorized access or disclosure of this information. No transmission of information via the Internet can be entirely secure, however, so please always use caution when submitting Personal Information. We will retain your Personal Information in compliance with the uses described in this Policy, as well as to comply with our legal, financial reporting, or compliance obligations.

We store Personal Information in the United States. If you are located outside of the United States, be advised that we may transfer your Personal Information to, and store it in, the United States. US law may not provide the same protections as the laws in your country. By providing us with your Personal Information you agree to the processing of it in the United States as permitted by US law. Personal Information transferred from the European Union will be subject to the appropriate safeguards pursuant to GDPR and other applicable law.

## **10. Links to Third Parties and their Sites**

Our Platform may include third party content and links to third party websites and services that collect Personal Information. We do not control these third parties and this Policy does not apply to their privacy practices. We are not responsible for the practices of these third parties or how they use Personal Information you provide to them. Please read the third parties' privacy policies carefully.

## **11. Contacting ASAP Ministries**

If you have any questions about this Policy, or the privacy practices of ASAP Ministries, please email us at [office@asapministries.org](mailto:office@asapministries.org) or write to us at:

ASAP Ministries  
PO Box 84  
Berrien Springs, MI 49103

**12. Updates**

Please note that this Policy may be amended from time to time. Unless otherwise indicated, any changes to this Policy will apply immediately upon posting to the Platform so please check our site periodically for updates. You can see when this Policy was last updated by reviewing the “Last Updated” legend at the top of this page. We will provide notice of material changes by updating the Policy here, and communicating with you in the manner and format in which we typically communicate with you in our regular course of business, as required by applicable law.