

## **Hope for Eternity Ministry (AKA HEM)'s Privacy and Confidentiality Policy**

### Collecting Personal Information

Hope for Eternity Ministry has implemented general confidentiality policies, which all staff and volunteers must follow to protect the privacy of any personally identifiable information collected and used by Hope for Eternity Ministry.

### Use of Personal Information

Hope for Eternity Ministry and its partners, will only use personal information for the express purpose it was collected for (e.g. to fulfill a request, or process a payment) and will endeavor to collect only the minimum amount of information needed.

Hope for Eternity Ministry does not sell, rent or share collected personal information to any outside company or organization, except if required to do so by law.

### Protection of Personal Information

Hope for Eternity Ministry takes all reasonable steps to ensure that any collected personal information is secure and protected at all times.

### Freedom of Information (FOI)

Hope for Eternity Ministry endeavors to make its information accessible to the public consistent with its work as a charity. Some records, such as donor details, may contain information that is either privileged or of a personal nature. Hope for Eternity Ministry agrees to comply with jurisdictional legislation requiring the disclosure of documents when required to do so. Request to access such records requires a written request.

This policy was created for the express purpose of protecting the interests and rights of donors who make online donations for HEM's Refugee Orphans project. A similar policy is in place with its fund-raising partner Bridges of Hope, of Lethbridge, Alberta, Canada, a federally registered Canadian charity.

Hope for Eternity Ministry

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