

# PRIVACY POLICY

## **Terms & Conditions**

Shikvan samajik bahuddesiya sansta(Shikvan NGO) is grateful to all of its supporters including those who contribute time, material and/or money to help us continue doing our work. Shikvan NGO maintains strict donor privacy policies to protect the integrity and privacy of personal information gathered from our supporters and visitors through all of our communication channels, as well as from visitors to our Websites and MobileApp and those who donate through them.

Shikvan does not sell exchange or rent your personal information to any organization or individual. We will not divulge personal information to any other organization or individual other than that necessary to transact, fulfill and or account for online donations that you have authorized.

Shikvan will only use your phone number and email address if we need to verify information or to thank you for your contribution, ask for your opinion, request your assistance, or invite you to a special event.

### **What information do we collect?**

When you make a donation, attend an event or volunteer with Shikvan NGO, we may ask for information such as your name, address, email address, phone number and other relevant information.

Shikvan NGO uses cookies to facilitate authentication and personalization across our web systems. A cookie is a small amount of data that is sent to your Web browser from a Web server and stored on your computer's hard drive. Shikvan NGO uses only anonymous information (such as IP address) to track how our online visitors use our website. This data is sometimes stored using cookies.

### **How do we use your information?**

Shikvan NGO uses personally identifiable information you provide about yourself:

- ◆ To process your donation
- ◆ To send you a receipt for your donation
- ◆ To send you a thank you note for your donation or volunteering
- ◆ To respond to your questions or comments about Shikvan NGO
- ◆ To send you additional information about Shikvan NGO Projects
- ◆ To send you invitations for upcoming events that may interest you

Shikvan NGO uses non-identifying basic information (aggregate data) to analyze site use and to improve the content and design of the site. Shikvan NGO may share aggregate data such as how many people attended an event, how many volunteers, average donation amount etc with sponsors and partners. These statistics will not include any personally identifying information.

Our website has stringent security measures in place to protect the loss, misuse and alteration of the information under our control.

Shikvan NGO will not use personal information in any way other than as described under Terms & Conditions. Exceptions to these are limited to sharing personal information to cooperate with law enforcement officials.

### **Opt-Out**

You can opt out of the e-mail updates by clicking the unsubscribe button at the bottom of each email or contacting us directly.

### **Credit / Debit Card Security**

Shikvan NGO is grateful for the donations that help us continue our valuable work. When you donate to Shikvan NGO online, your card information is secured; your credit card number is used only for that particular transaction and is not stored. If you allow us to store your credit card or bank information for future use such as recurring donation, such information will be stored by the payment services financial institution. Shikvan NGO only uses financial institution that adheres to the industry standards for storing such information.

### **Is donation secure?**

Absolutely. The security and confidentiality of your information is our highest priority. We use industry-standard SSL (secure socket layer) technology to protect your information and provide a safe and secure environment for online donations.

### **Is donation tax-deductible?**

Yes, it is. All cash gifts to Shikvan NGO are Tax Deductible under 80G. Shikvan NGO is also FCRA certified to receive foreign currency funds. To claim tax exemption, please keep the donation receipt as your official record.

A donation receipt will be sent to you at the email address that you would have provided while making donations, as soon as your donation is processed.

### **No liability**

Our Website has links to other websites that may collect identifiable information about you. Shikvan NGO cannot ensure the privacy practices of other sites and are not responsible for any damages due to them.

### **Refund Policy**

Refund will be entertained for unintended donation.

Send an email to [Shikvanhead@gmail.com](mailto:Shikvanhead@gmail.com) stating the reason for the request. You are also required to send original receipt you would have received from Shikvan NGO, at its office address.

By using the website or by providing the information, you consent to the collection and the use of the information you disclose on the website in accordance with this Privacy Policy and you shall be bound by the same.

For any questions or comments about this Terms & Conditions or to update any personally identifiable information on our website, please contact us by sending an email to [shikvanhead@gmail.com](mailto:shikvanhead@gmail.com)/Contact:-7666700990.

Shikvan NGO reserves the right to change the Privacy Policy at anytime, to make sure you are aware, please review this policy periodically.