



## PRIVACY POLICY UPDATED 2024

Brave Step values your support, and therefore, takes your privacy seriously. Accordingly, Brave Step has developed this Privacy Policy in order to explain how we collect, use, communicate and disclose and make use of personal information. To understand your privacy rights, please read this Privacy Policy. If, after reading this Policy, you have additional questions, please contact us at [info@bravestep.org](mailto:info@bravestep.org).

### Data Brave Step Collects

- The organization collects names, addresses, contact information and credit card or bank account information related to transactions. This information is used to process payments and for donor recognition.
- Brave Step will not sell, rent, trade or share a donor's personal information with any entity, unless it is necessary to fulfill a service or request.
- Additionally, the organization will not send mailings to a donor on behalf of other organizations. To the extent any donations are processed through a third-party service provider, our donors' information will only be used for purposes necessary to process the donation.
- Certain data is collected via BraveStep.org which may include numbers and frequency of users to the website, pages visited, web browsing histories, device location, social networking activities, and similar data.

### How We Manage Personal Data

- Before or at the time of collecting personal information, we will identify the purposes for which information is being collected.
- We will collect and use personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law.
- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete and up to date.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.
- We will make readily available to customers information about our policies and practices relating to the management of personal information.
- We maintain reasonable organizational safeguards to protect against loss, misuse, unauthorized access, disclosure, alteration, or destruction of the personal data that we collect. We restrict access to personal data collected to our employees or others who help provide services or in the course of conducting our business operations or activities. Where we retain data, we do so in accordance with any limitation periods and records retention obligations that are imposed by applicable law.

- Data collected is used to perform services and/or data analytics to assess and improve services. We may use acquired data to deliver communications about the mission, programs and services.

### **Requesting Changes to Personal Data**

- Upon request, Brave Step will disclose what, if any, personal data we have for a donor.
- To obtain, correct, request removal of your personal data or request that we stop any processing of your personal data, please contact [crystal@bravestep.org](mailto:crystal@bravestep.org) or (704) 361-5230.

### **Links to Other Websites**

- On the Brave Step website, you will access links to other websites that are intended to be an additional resource, educational content or partnering organization.
- You can choose, at any time, to access these resources. However, Brave Step does not govern those websites' privacy policy and thus we hold no responsibility for the data they collect.

### **Contact Us**

- Brave Step is committed to conducting our business in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained. For questions or concerns related to the Privacy Policy or to modify communications, please contact [crystal@bravestep.org](mailto:crystal@bravestep.org) or (704) 361-5230.