



## Privacy Policy

1. We take privacy seriously and we value yours.
2. Mona Foundation will not rent or sell your personal information to third parties.
3. When you create an account on Mona Foundation, we collect basic information about you through the registration process - your name, email address, and a means to authenticate your account (for example, a password). You may also provide additional information through the account creation process, such as the email address of the person who referred you to Mona Foundation. You may also provide other information (for example, your occupation, your physical address, your city/state/country of residence, the reasons why you choose to contribute to Mona Foundation).
4. Mona Foundation will also collect information on any donations you make to Mona Foundation via the website and communicate with you (for example, to provide donation confirmations) via the email address and/or the physical address that you provide. The donor information is security stored
5. As you use additional features of the Website, we may collect the additional information you enter. If you purchase a Mona Foundation gift certificate when it is offered, we collect information about your purchase (for example, your name as purchaser, amount you spent, number of gift certificates purchased) and information about your recipient that you provide (for example, recipient name, email address, physical address) in order to deliver the gift certificate, contact the purchaser and/or the recipient with respect to the purchased items, and note the recipient's relation to the purchaser.
6. If you use interactive features on Mona Foundation to indicate that you "like" a feature or listing on Mona Foundation, that information will be collected and will be noted on the Mona Foundation website that you have "liked" that feature or listing and that information may furthermore be shared on applicable third party social networking sites to which you may have authorized such information sharing.
7. If you contact Mona Foundation, we will collect the information you provide (for example, your name, email address, physical address, phone number, question/comment) to contact you and address your question or comment.
8. By establishing an account on Mona Foundation, you agree to receive emails or other written communication, such as physical mail, based on your account status or activity (for example, confirmations of donations you have made, confirmation receipts for donations you have made, notifications, confirmation of email address or password changes, or other inquiries regarding the status of or activity in your account).
9. By default, you will receive email updates, or periodic newsletter emails from Mona Foundation. Frequency of these newsletters may vary. Mona Foundation will not disclose your email

address to third parties. You can choose not to receive these emails through a preference on the Website.

10. Mona Foundation will not disclose your personally identifiable activities to any third party without consent.
11. **We restrict access to personal information** collected about you at our website to our employees, our affiliates' employees or others who need to know that information to provide services to you or during conducting our business operations or activities. While no website can guarantee security, we maintain appropriate physical, electronic, and procedural safeguards to protect your personal information collected via the website. We protect our databases with various physical, technical and procedural measures, including encryption technologies such as SSL or TLS, or other similar technologies and we restrict access to your information by unauthorized persons. We also advise all Mona Foundation employees about their responsibility to protect donor's data and we provide them with appropriate Non-disclosure agreement guidelines for adhering to our organization's confidentiality policies.
12. Mona Foundation's service providers, agents and representatives may be provided access to your personally identifiable information as part of, or incident to, their provision of services to Mona Foundation (for example, processing of donation transactions). All such access shall be under appropriate confidentiality agreements and limited to use to provide services to Mona Foundation.
13. If you follow any links which remove you from the Website, this Privacy Policy no longer applies - i.e., Mona Foundation does not control the privacy policies or the privacy practices of any third parties and use of those third-party sites are governed by those third-party sites' respective terms of use and privacy policies. Please note that payment processing for Mona Foundation account is provided by the third-party payment processing provider, Bank of America. Like many websites, if a Website user has enabled cookies in their browser, Mona Foundation, independently and through enabled third party tools and programs, collects certain technical information utilizing a cookie file, such as the path of users to the Website, pages visited, originating IP address, browser type, browser language, and the date and time of the user's visit. This information helps Mona Foundation track trends and improves areas of our Website based on visits, and are common analytics used by most websites.
14. Mona Foundation does not want to collect any personal information for users who are under the age of 13. Mona Foundation recommends that parents do not post, or permit others to post, any personally identifiable information with respect to persons under the age of 13.
15. Mona Foundation may update or modify this Privacy Policy from time to time. If any changes are made, Mona Foundation will reflect the date on which any such changes are made and posted by updating the "last updated" date at the top of the page. Please be sure to check this page periodically for changes.
16. Changes to our privacy policy: Mona Foundation may update or modify this privacy policy from time to time. If any changes are made, Mona Foundation will reflect the date on which any such changes are made and posted by updating the "last updated" date at the footer of this document.

17. Your access to and control over information. You may opt out of any future contact from us at any time. You can do the following by contacting us via email at [info@monafoundation.org](mailto:info@monafoundation.org), or by phone 425.743.4550:
  - a. See what data we have about you, if any
  - b. Change/correct any data we have about you
  - c. Have us delete any data we have about you
  - d. Express any concern you have about our use of your data
  - e. Security of Your Personal Information
18. Your Consent: By using our site, you consent to our privacy policy.
19. Contacting Us: If there are any questions regarding this privacy policy you may contact us using the information below:

**Mona Foundation**  
**218 Main St., Ste. 404**  
**Kirkland, WA 98033**  
**425-743-4550**  
**[info@monafoundation.org](mailto:info@monafoundation.org)**