Privacy Policy

Literacy & Evangelism International (LEI) is committed to maintaining the confidence and trust of all individuals, churches and other organizations with whom we have contact, and accordingly maintains the following privacy policy to protect personal information given to us.

LEI's Commitment to Online Security

Procedures have been employed to safeguard the security and integrity of all sensitive information. Secure Internet lines are used for transmitting and receiving online communications. Internally, personal information is accessible only by designated staff, on a need-to-know basis.

Personal Information that LEI May Collect

LEI collects the following types of personal information: names, postal and e-mail addresses, phone and facsimile numbers, billing information, and donation information. We honor all requests for anonymity. LEI never sells nor releases any mailing list information to another individual, organization or business entity.

How LEI May Use Personal Information Collected

LEI will not use your personal information other than for the purpose for which it was submitted without your consent. We use personal information to reply to inquiries, to acknowledge contributions to the donors, and in program record keeping necessary to meet certain accounting processes, such as an audit. At certain points where personal information is collected on our site, there may be a box where you may indicate you would like to be on a list to receive information about other LEI programs and services and about ways to support LEI. At any time you can add or remove your name from our mailing list by contacting us at info@literacyinternational.net

How Your Information May Be Shared

Only if given permission in writing, LEI may share your information by including it in printed material for the purpose of promoting the work of LEI and/or motivating others to participate in LEI programs. We will also release personal information to appropriate governmental authorities where required by law.

Computer Tracking and Cookies

Our web site, <u>www.LiteracyEvangelism.org</u>, is not set up to track, collect or distribute personal information not entered by its visitors. Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to provide better services to the public and may also be provided to others, but again, the statistics contain

no personal information and cannot be used to gather such information. A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. LEI uses cookies to provide access to e-commerce capabilities. You can still use all other aspects of the LEI site even if your browser is set to reject cookies.

Problems

If you have a question or complaint about LEI's compliance with this privacy policy, you may contact us at info@literacyinternational.net

Help Us Keep Your Personal Information Accurate

If your personal information changes, or you would like to review the information we may have on file, please email LEI at <u>info@literacyinternational.net</u> and we will make any corrections or changes necessary.