



KENYA EDUCATION FUND TERMS OF USE AND PRIVACY POLICY

Kenya Education Fund (KEF) is committed to respecting the privacy of our donors. We value our donors' trust and we are committed to being transparent and accountable when maintaining the confidentiality of donor personal information. This Terms of Use and Privacy Policy ("Policy") applies to all information received both online, offline, at KEF events and meetings, and includes any electronic, written, or oral communications.

Terms of Use

The web pages at Kenya Education Fund and linked KEF social media accounts are owned and operated by KEF and are accessed by you (the public) under these "Terms of Use". We ask that you read these Terms of Use before using www.KenyaEducationFund.org or any and all of the website's features, including, but not limited to KEF's social media links, KEF's blog and payment services. By using the www.KenyaEducationFund.org website and related social media you accept and agree to be bound by the Terms of Use. If you do not agree to the Terms of Use, please exit KEF's website and do not access or otherwise use it or any KEF social media accounts. KEF reserves the right to modify these Terms of Use at any time. By using KEF's website or social media after we have modified the Terms of Use, you accept and agree to the modified Terms of Use.

What We Collect

The types of donor information that KEF collects and maintains includes:

- Contact information including name, address, telephone number and email address
- Giving information including donation amounts, dates and funding preferences and interests
- How the donor would like to be recognized on public and printed materials for their gifts
- Information on events, meetings or other activities attended
- Information on special requests for sponsorship, program or other information
- Information provided by the donor in the form of comments, suggestions and other inquiries

The above list provides a sample of personal information that is collected by KEF. From time to time, we may collect personal information in ways not described above.

How We Use Personal Information

KEF collects and uses donor personal information to:

- Establish a relationship and to communicate with donors
- Understand who our donors are and how we may meet your preferences and expectations
- Process a donation, for example, to process a credit card transaction
- Issue and deliver a donation tax receipt
- Invoicing for pledge payments or other payments or donations
- Recognize contributions
- Respond to requests for information
- Meet requirements imposed by law

In performing their duties, KEF staff, auditors and Board members may be privy to donor personal information. All persons who have access to a donor's personal information are required to sign a confidentiality agreement.

Accuracy of Content

KEF makes every possible effort to ensure that our web, social media, promotional and written content are up to date and accurate, but KEF does not offer any warranties (whether express implied or otherwise) as to the reliability, accuracy or completeness of said content. KEF reserves the right to remove material from its electronic platforms, such as its website and social media accounts, without notice.

Sharing Personal Information

KEF assures donors that their personal information will not be shared with any third party unless written permission has been granted by the donor. KEF does not sell, lease, trade, share, or loan mailing lists of our donor names or personal information. Furthermore, KEF does not share any personal information of sponsors, other than their name, with their KEF sponsored student. All correspondences from the student to the sponsor sent to KEF headquarters in Nairobi for forwarding to the sponsor. Sponsors may share their personal and contact information with their sponsored student if they choose.

16 or Under

The privacy of children aged 16 or younger is very important to us. If you are aged 16 or under, please get your parent or guardian's permission before providing KEF with your personal information.

Security

To ensure that all financial transactions are handled with absolute security, KEF uses iATS Payments, a Level 1 Payment Card Industry (PCI) certified company to process online payments. When you opt into the recurring payments option, your personal information, including your credit card information, is collected by iATS Payments so that they may process your payment on the recurring basis of your choice. KEF does not keep your credit card information.

Other donor information is stored within a donor management database within KEF. Access to the database is restricted to legitimate business needs including modifying the information contained therein.

Google Analytics

We use Google Analytics to help understand and best serve our audience. For example, we track the total number of visitors to our site and which pages and content are most visited. All tracking is on an anonymous basis. To opt out of Google tracking, please visit their opt-out page at www.google.com/policies.

Links to Other Sites

We may offer links to sites that are not operated by KEF. Please note that our Policy does not apply to the use of these third-party websites.

Electronic Newsletters

KEF issues monthly electronic newsletters to our subscribers. If you no longer wish to receive KEF's newsletter, you may unsubscribe by clicking the "unsubscribe" link found at the bottom of the newsletter, or email info@kenyaeducationfund.org with your request to no longer receive our newsletter.

Access to Information and Anonymity

You are in control of all personal information KEF collects. You may review and update information that we have collected about you by submitting a written request to KEF. Additionally, KEF respects a donors' desire to remain anonymous. Should you wish to remain anonymous and be recognized as such on all public and printed materials, you may make your request in writing to KEF.

Change in Policy

We keep this Policy under regular review. KEF may change and update this Policy when necessary. When we do, we will note the last update at the bottom of this Policy. For changes to this Policy that may be

materially less restrictive on our use or disclosure of your personally identifiable information, we will obtain your consent before implementing the change by sending a notice.

Contact Information

To view or change the information we have on file for you, or to request that your donation remain anonymous, please send your request in writing via post office or email to:

Kenya Education Fund
360 East 72nd Street, C3405
New York, NY 10021
Email: info@KenyaEducationFund.org

Revision History

- 1. On February 22, 2016, the Board of Trustees of KEF adopted this Donor Privacy Policy.*
- 2. May 25th, 2018 - Updates to Terms of Use for website and social media*