



The MATCH Fund Privacy Policy

Our Commitment

The MATCH International Women's Fund is committed to protecting the privacy of personal information collected from its employees, donors, volunteers, members, and all other stakeholders. The MATCH Fund values and respects the trust placed in it to uphold the privacy of this information and recognizes that maintaining this trust requires transparency and accountability in how that information is treated.

Through various donations, events and other activities, The MATCH Fund gathers and uses personal information. Anyone from whom such information is collected is entitled to and can expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent.

Defining Personal Information

Personal information is defined as any data that can be used to distinguish, identify, or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual.

Where an individual uses her or his home contact information as business contact information as well, The MATCH Fund considers that the contact information provided is business contact information, and is not therefore subject to protection as personal information.

Exceptions: business contact information and certain publicly available information, such as names, addresses, and telephone numbers as published in telephone directories, are not considered personal information.

Privacy Practices

Personal information gathered by The MATCH Fund is kept in confidence. Personnel are authorized to access personal information based only upon their need to deal with the information and only for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. The MATCH Fund also takes measures to ensure the integrity of this information is maintained and to prevent it from being lost or destroyed.

The MATCH Fund collects, uses, and discloses personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances. In instances where it is possible that information may be used for other purposes, The MATCH Fund offers individuals the

opportunity to choose not to have their information shared for purposes beyond those for which it was explicitly collected.

Website and Electronic Commerce

The MATCH Fund uses password protocols and encryption software to protect personal and other information received when a program or service is requested and/or paid for online. Software is routinely updated to maximize protection of such information.

Privacy Officer

The Executive Coordinator is the designated Privacy Officer for the MATCH International Women's Fund

Complaints/Appeals process

Any person who has a complaint about The MATCH International Women's Fund personal privacy practices may do so in writing to the Privacy Officer. If the person is not satisfied with the response of the Privacy Officer and subsequent action, if any, of the organization, the complaint will be forwarded to the Executive Director.

Updating of Privacy Policy

The MATCH Fund Privacy Officer, in conjunction with other relevant staff, reviews the privacy policy and practices on an annual basis and makes changes as needed. The MATCH Fund website includes information on the most up-to-date practices.

Information about The MATCH Fund's Privacy Policy

The MATCH International Women's Fund will provide a copy of this Privacy Policy for use with staff and, on request, with its members, stakeholders or the general public.