



IHSAN
Striving for Excellence

Privacy Policy

Purpose

To define how organization makes use of private information of its donors and attendees

Process

To process payments for donations and program fee and to add to email list, the organization collects following information from donors:

- Patron's contact information
 - The contact information is maintained in organization's database on Ihsan center computers and on Google Drive under organization's own account (ihsanworldwide.com).
- Patron's bank account information or credit card information
 - The organization uses a donation card to obtain bank or credit card information from its patrons.
 - The information is utilized immediately to charge patron's account for agreed amount using Paypal or Pinnacle Express with PNC bank.
 - Once the account has been charged, the donation card is destroyed.
 - The bank account and credit card information entered on Paypal or Pinnacle Express is not encrypted and can not be recovered by the organization.
 - The organization does not store or maintain patron's bank account or credit card account information.

The organization does not share or sale patron's contact information, bank information or credit card information with any other organization or affiliates.

Document Name	Privacy Policy
Document version	1.0
Document Owner	Ahmer Kodvawala
Approval date	5/09/2016