

SUSTAINABLE ENVIRONMENTAL ADVOCACY AND DEVELOPMENT

Privacy Policy

Board Governance and Public Privacy Policy

Adopted by Board of Trustees	
Effective Date	
Next Review	

1. Purpose

Sustainable Environmental Advocacy and Development (SEAD) respects the privacy of individuals who interact with the organization. This policy establishes principles for the responsible collection, use, storage, sharing, and protection of personal information obtained through SEAD's website, programs, events, donations, communications, volunteer activities, partnerships, and organizational operations.

2. Scope

This policy applies to personal information handled by SEAD concerning website visitors, donors, volunteers, program participants, beneficiaries, applicants, partners, vendors, event participants, subscribers, and other members of the public. Personnel and employment records may be subject to separate internal procedures and applicable law.

3. Information SEAD May Collect

Depending on how a person interacts with SEAD, the organization may collect information such as:

- Name, mailing address, email address, telephone number, and other contact information;
- Donation, transaction, registration, and event participation information;
- Volunteer, partnership, program application, or service-related information;
- Communications, inquiries, survey responses, and information voluntarily submitted to SEAD;
- Website and device information, such as browser type, approximate location, pages visited, referring pages, and similar technical information collected through cookies or analytics tools; and
- Other information reasonably necessary to administer SEAD's programs, comply with legal obligations, protect organizational interests, or carry out its charitable mission.

4. How Information May Be Used

SEAD may use personal information to:

- Provide programs, services, resources, and information requested by individuals;
- Process and acknowledge donations and maintain appropriate financial and donor records;
- Register participants for programs, events, volunteer activities, or organizational communications;
- Respond to inquiries and maintain relationships with donors, partners, volunteers, and community stakeholders;
- Improve SEAD's website, communications, programs, operations, security, and organizational effectiveness;
- Meet grant, audit, reporting, contractual, tax, regulatory, and other legal obligations; and
- Prevent fraud, misuse, security incidents, or activities that may threaten SEAD, its stakeholders, or the public.

5. Donations and Payment Information

When donations or payments are processed through a third-party payment provider, financial account or payment-card information may be collected and processed directly by that provider. SEAD should limit its own access to sensitive payment information to what is reasonably necessary for accounting, reconciliation, acknowledgment, compliance, and recordkeeping.

6. Sharing and Disclosure

SEAD does not sell personal information for commercial purposes. Personal information may be shared with service providers, professional advisers, contractors, technology providers, financial institutions, grant or program partners, or government authorities when reasonably necessary to operate SEAD, fulfill a requested service, comply with law, protect rights or safety, or administer a program. SEAD expects service providers handling personal information on its behalf to use appropriate safeguards and to limit use of the information to authorized purposes.

7. Donor Privacy

SEAD respects donor confidentiality. Donor names, contact information, giving history, and related records will be handled with appropriate care and used for legitimate charitable, administrative, stewardship, reporting, and compliance purposes. SEAD will honor lawful donor requests for anonymity to the extent reasonably practicable and consistent with legal, audit, grant, and financial-reporting obligations.

8. Cookies and Website Technologies

SEAD's website may use cookies, analytics, embedded content, or similar technologies to support website functionality, understand usage, improve services, and maintain security. Third-party services used on the website may collect information according to their own privacy practices. Website visitors may be able to manage certain cookies through browser or device settings.

9. Data Security

SEAD will use reasonable administrative, technical, and physical safeguards appropriate to the nature of the information it maintains. Safeguards may include access controls, secure passwords, appropriate storage practices, limited access to sensitive records, reputable technology providers, staff or volunteer training, and secure disposal practices. No electronic system can guarantee absolute security, and SEAD will respond reasonably to suspected privacy or security incidents.

10. Data Retention

Personal information will be retained only as long as reasonably necessary for the purposes for which it was collected and to satisfy legal, contractual, grant, audit, tax, insurance, and legitimate organizational requirements. Records will be maintained and disposed of in accordance with SEAD's Document Retention and Destruction Policy.

11. Communications and Choices

Individuals may request to stop receiving nonessential promotional or informational email communications by using an available unsubscribe method or by contacting SEAD. Certain administrative, transactional, legal, or program-related communications may still be sent when necessary.

12. Children's Privacy

SEAD may conduct programs involving children or youth. When SEAD intentionally collects personal information from minors, it will seek to use appropriate parental or guardian consent, notices, permissions, and safeguards as required by applicable law and program circumstances. SEAD's general public website is not intended to solicit unnecessary personal information from children.

13. Access, Correction, and Privacy Requests

Individuals may contact SEAD to request correction of inaccurate contact information, ask questions about SEAD's privacy practices, or make other privacy-related requests. SEAD will evaluate requests in light of applicable law, recordkeeping obligations, organizational needs, and the rights and privacy of others.

14. Third-Party Websites and Services

SEAD communications or websites may contain links to third-party websites, social media platforms, payment processors, or other services. SEAD is not responsible for the privacy practices, security, or content of independently operated third-party services. Individuals should review the privacy practices of those providers when appropriate.

15. Privacy Incidents and Complaints

Suspected unauthorized access, disclosure, loss, or misuse of personal information should be reported promptly to the President/Executive Director or another person designated by the Board. SEAD will assess reported incidents and take reasonable corrective, containment, notification, and documentation measures as required by applicable law and organizational policy.

16. Policy Changes

SEAD may revise this policy as its programs, technology, legal obligations, or organizational practices change. Material revisions should be reviewed and approved through the organization's established governance process. The current public version should be made available through SEAD's website or other appropriate means.

17. Contact

Questions or requests concerning this policy may be directed to SEAD through the contact information published on its official website.

Board Chair / Authorized Trustee	
Signature	
Date	