

## **Privacy Disclosures**

Helping Hands Ministries, Inc. is the sole owner of the information collected on [www.HHMIN.org](http://www.HHMIN.org) website. Helping Hands Ministries, Inc. collects personally identifiable information from our users at several different points on our website.

Donation Page: When making a donation through our website, we request certain personally identifiable information from you on our donation form. You must provide contact information such as name, address, email, and other pertinent information including financial information needed to process donation transactions through our website.

We DO NOT share Personally Identifiable Information with Third Parties.

Legal Disclaimer: We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, court order, or legal process served on our Web site.

## **Security Disclosure**

The security of your personal information is important to us. When you enter sensitive information (such as credit card number and/or social security number) on our registration or donation pages, we encrypt that information using secure socket layer technology (SSL). To learn more about SSL, follow the link <https://www.digicert.com/ssl.htm>.

We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

If you have any questions about security on our Web site, please contact us at 706-754-6884.

## **Refund Policy Disclosure**

If a donation is received and the project is closed or you have made an error in the amount of your donation, please contact our office within 30-days of the donation to request a reversal of your transaction. Your credit card will be credited the full amount charged within 14-business days provided the funds have not already been disbursed, and if allowed by IRS rules and regulations .... Please call us at 706-754-6884 to process your request.

## **Fee Disclosure**

There will be a 3% processing fee for all credit and debit card transactions. (Donate Page)

**Other disclosures**

Donors and recipients, please be advised, once funds are received into Helping Hands Ministries Office, they become the property of Helping Hands Ministries, Inc. We distribute funds to our projects based on verification of need through the recipients supplying us with receipts or personal bills. We require this of all project recipients in order for us to confirm the monies donated are being used appropriately. If a recipient fails to provide us with the appropriate information requested, we have the right to terminate the client relationship. This is for the protection of our Ministry and our donors.