

Catalyst Missions

Personal Information Privacy Practice

Privacy Philosophy

Our Privacy Practice is to protect and secure the personal information you provide to our ministry. We are committed to maintaining your trust and confidence and have detailed our practice below.

Introduction and Definition

We at Catalyst are committed to respecting your privacy and recognize your need for appropriate protection and management of any personally identifiable information ("Personal Information") you share with us.

We have established this privacy practice so that you can understand the care with which we intend to treat your personal information.

Personal information is defined as any information that may be used to identify an individual, including, but not limited to, a first and last name, a home or other physical address, and an email address or other contact information. Catalyst also considers all records related to your contributions as part of your personal information.

Catalyst strives to comply with all applicable laws that are designed to protect your privacy. Although legal requirements may vary we intend to adhere to the principles set forth in this privacy document, even if, in connection with the above, we transfer your personal information from your country of residence to other countries that may not require an "adequate" level of protection for your personal information. In other words, our goal is to provide protection for your personal information no matter where that personal information is collected, transferred, or retained.

Procedure Scope

This document covers how Catalyst treats all personal information that is collected and received, including all applications for mission trips and information related to contributions.

This practice does not apply to the practices of other organizations that we do not control, or to people that are not affiliated with Catalyst.

Information Collection and Use

Catalyst collects personal information when you register or contact us, when you request information concerning trips, and when you contribute to the ministry or missionaries affiliated with Catalyst. We record information about your contributions as required for accounting and tax purposes.

When you register we ask for information such as your name, address, zip code, phone number, e-mail address, birth date, gender, and occupation. For some financial transactions, such as Electronic Funds Transfer (EFT) we may also ask for your bank routing and/or account numbers.

Catalyst uses this information primarily for the purposes stated below:

- Sending you information concerning the ministry

CATALYST Missions
P.O. Box 485
Martin, TN 38237
615-523-9990
Info@CatalystMissions.org
www.CatalystMissions.org



- Updating you on teams that you have inquired about
- Notifying you of developments related to you
- Distribution of receipts for your contributions
- Recording information relative to your contributions to Catalyst, its ministries, and missionaries
- Provide documentation concerning your tax deductible contributions to Catalyst as a non-profit (Catalyst is a 501(c)(3).)
- Processing your requests for EFT

Information Sharing and Disclosure

Catalyst will not sell, trade, or disclose to third parties any personal information derived from registration with or contributions to Catalyst without your consent (except as required by subpoena, search warrant, or other legal process or in the case of imminent physical harm to the customer or others). If Catalyst uses other agents, contractors, or companies to perform services on its behalf, we will ensure that the company protects your personal information consistent with the guidelines laid out in this document.

Catalyst will, in good faith, disclose information to your agent or legal representative (such as the holder of a power of attorney that you grant, or a guardian appointed for you).

Information Security

Catalyst has implemented technology and security features to safeguard the privacy of your personal information from unauthorized access or improper use, and we will continue to enhance our security procedures as new technology becomes available.

Accessing and Changing Your Information

If you have concerns about this privacy practice or its implementation you may contact us at 615-523-9990.

Catalyst honors requests to review personal information and will correct any such information which may be inaccurate. You may verify that appropriate corrections have been made.

You may also request to be removed from mailings and or other communication that are dispatched. You may reach us using the information pertinent to our office below.

Catalyst Mission
PO Box 485
Martin, TN 38237

P: 615-523-9990

E: Info@CatalystMissions.org