

# CEDAN

## *Integrity, Financial Accountability & Privacy Policies*

We believe God's holy nature and standard of integrity and accountability require us to live a life void of compromise before both God and man, that we would not dishonor the Lord, or compromise our Christian testimony in the world.

### **Integrity**

We commit to doing all we do with the utmost integrity, and expect and demand integrity from everyone associated with our work. We desire everyone with whom we work to know that they can trust us, and we will do what we say we're going to do, and won't make promises unless we believe that we can keep them.

### **Financial Accountability**

We commit to being accountable to both God and man for the resources with which we are entrusted. We are accountable to both our donors and partners, and strive to be transparent in all we do. We employ accepted accounting principles and endeavor to keep our administrative and fundraising costs as low as possible while providing adequate support for our mission-critical objectives. We strive to communicate with our donors through timely and consistent updates on how their funds are being used.

Though CEDAN has been in existence for nearly 30 years in Haiti, CEDAN Ministries, its US partner, is new in 2010, and in the early stages of pursuing membership in the Evangelical Council for Financial Accountability (ECFA), which monitors the financial activities of Christian non-profit organizations, and assists in developing and maintaining standards of accountability. Moving ahead, CEDAN and CEDAN Ministries will be audited annually to ensure financial accountability and integrity, and will pursue high ratings with Charity Navigator, The American Institute of Philanthropy, Ministry Watch, and the Better Business Bureau Wise Giving Alliance.

### **Privacy**

CEDAN is committed to maintaining your trust and confidence. The following privacy policy is in place to protect and secure the personal information you provide to our ministry, including online, Email, regular mail, donations, and similar methods of gathering information.

#### *Information We Collect*

The personal information we collect includes:

- Contact information: name, organization/church, complete address, phone number, email address;
- Payment information: credit card number and expiration date, and billing information;
- Shipping information: name, organization/church, complete address;
- Information concerning how you heard about us;
- Information you wish to share: questions, comments, suggestions; and your request to receive periodic updates: e.g., fund-raising appeals, prayer concerns, and newsletters.
- Information regarding your demographics, personal interests, professional interests, and contact preferences.

#### *How Information is Used*

CEDAN uses your information to understand your needs and provide you with better service. We may use your information to complete a transaction or to issue you an income tax receipt for a donation. Credit card numbers are used only for donation or payment processing, and are not retained for any other purposes. We also provide you the opportunity to remove your name from our mailing list, if you desire to do so.

#### *No Sharing of Personal Information*

CEDAN never sells, rents, leases, or exchanges your personal information with other organizations. CEDAN assures you that the identity of all who contact us through this Web site will be kept confidential. Use of personal information will be limited to the internal purposes of CEDAN, and only to further our ministry activities and purposes.

#### *Security*

CEDAN is committed to ensuring the security of your personal information. To prevent unauthorized access, maintain data accuracy, and ensure the proper use of information, we have established and implemented appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect. Once credit card or other donor information is received, it is accessible only to a small number of trusted CEDAN staff who have been specially trained in processing this information.