



# Sacred Foundations, Inc.

## Spiritual Center and School of Divinity

PO Box 8417 San Jose CA 95155 Phone/Fax 877-877-4275 [staff@sacredfoundations.net](mailto:staff@sacredfoundations.net) [www.sacredfoundations.net](http://www.sacredfoundations.net)

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### Privacy Policy

The following outlines the Privacy Policy of Sacred Foundations, Inc. As your privacy is very important to us, we have created this policy to help you understand the types of data we collect, how it is used, and how you can opt to not be part of our communications if you have previously opted in.

#### Information we collect

We receive, collect and store any information you enter on our website or provide us in any other way. In addition, we may use a website analytical app that collects internet protocol (IP) addresses used to connect your computer to the internet along with session information, including page visits, the country of origin, and the internet browser used. We also collect personally identifiable information (including name and email communications); payment details, comments, feedback, reviews, and recommendations.

#### How we collect information

When you conduct a transaction on our website, as part of the process, we collect personal information you give us such as your email address. Your personal information will be used for the specific reasons stated below only.

We collect such Non-personal and Personal Information for the following purposes:

- To provide and operate our services, including processing and managing your use of our website;
- To provide ongoing customer assistance and technical support;
- To be able to respond to any questions or comments we receive;
- To be able to contact any of our users, or visitors to our site, general or personalized service-related notices and promotional messages;
- To create aggregated statistical data and other aggregated and/or inferred Non personal Information, which we or our Partners may use to provide and improve the services we provide;
- To comply with any applicable laws and regulations.

#### How we store, disclose, share information

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.



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### **Cookies**

Cookies are small pieces of software/files that are sent to a user's computer by a website the user is browsing. Cookies enable the website to recognize the internet browser you are using, and to capture certain information about the visit to the site. Sacred Foundations, Inc. uses cookies to remember information such as what you have placed in a shopping cart, how you have interacted with our site, and other information such as site traffic. We may share this information with third parties such as Wix who help us aggregate data for reporting purposes, but they are not permitted to use this data beyond that purpose.

If you wish to prevent our website from placing cookies on your computer, you can set your internet browser not to accept cookies.

### **How we communicate with you**

If you are a certified minister or student of ours, we may contact you to notify you regarding your account, to troubleshoot problems with your account, to resolve a dispute, to collect fees or monies owed. If you have signed up with us to receive communications such as blogposts, or are a minister or student, we may contact you to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you to provide our services to you, comply with any applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, text messages, and postal mail, based on your preferences.

### **Opt out of communications**

If you don't want us to process your data anymore, please contact us at [staff@sacredfoundations.net](mailto:staff@sacredfoundations.net)

### **Updates to our Privacy Policy**

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

### **How to contact us**

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at [staff@sacredfoundations.net](mailto:staff@sacredfoundations.net) or send us mail to:

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