

## Privacy Notice

This privacy notice discloses the privacy practices for the Foundation for Inner Peace (FIP). This privacy notice applies to information collected by this website (<https://www.acim.org>) and any personal information that we have received from you by any other method.

The following is defined in this policy:

1. What personally identifiable information is collected from you, how it is used, and where it is stored.
2. What choices are available to you regarding the use of your data.
3. The security measures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

### 1. Information Collection, Use, and Sharing

We are the sole owners of the information you voluntarily provide to us through the website or other direct contact. We do not sell or rent this information to anyone. We will not share your information with any third party outside of our organization other than as necessary to fulfill your request, for example, to process and ship an order you placed with us.

We do not automatically collect personal information such as name, e-mail address, home or other address, telephone number, social security number, credit card information, or other personally identifiable information (“personal information”) from visitors to our website.

The Foundation uses two types of user information: anonymous information gathered from cookies and log files, and personal information you provide us to perform certain services.

Cookies and IP Address:

Our website uses “cookies” for its Daily Lesson section.

A cookie is a piece of data stored on the user's hard drive containing information about the user. Usage of a cookie is in no way linked to personal information unless a user directly provides that information to

us. Cookies are stored only on your computer, not our servers. Their purpose is to temporarily keep track of your most recently accessed ACIM Workbook lesson “My Daily Lesson” (<http://acim.org/Lessons/lesson.html>) for any of the Lessons in the “Online Lessons” section. This also applies to the international lessons currently available in Dutch, German, French, Italian, Portuguese and Spanish.

The Foundation also maintains standard web logs that record data about all visitors to this website. These logs may contain:

- The internet domain from which you access this site.
- Your IP address: your computer is automatically assigned an IP address when you surf the internet.
- The type of browser and operating system you use.
- The date and time you visited this site.
- The pages you viewed on this site.
- The address of the website from which you linked

We process this information with the tools provided by Google Analytics to help us improve our site’s design and functionality, to identify popular site features and to make the site more useful for visitors.

We collect contact information from you when you sign up for our mailing list, the Weekly Thought; when you send an inquiry to us, make a donation, and/or place an order. No matter what method you use to contact us, we will ask for your consent to be added to our postal and/or email mailing lists. Opt-in and opt-out options are always available regarding both mailing lists.

#### **Mailing Lists:**

Our mailing lists are used to inform you of special offers, new products or services; to share information related to A Course in Miracles; and to notify you of any changes to our privacy policies. We use two different mailing services for our email lists: Mad Mimi and Constant Contact. Both are fully compliant with the new privacy regulations required by the European Union, known as GDPR.

#### **Financial Information:**

**In order for you to make a purchase or donate, we require specific personal information from you. You must provide us with your contact information (i.e., name and shipping address) and financial information (i.e., credit card number, expiration date). We also request your email address in case we need to contact you regarding your order or donation.**

**Our on-line store partner, Shopify.com, and our payment partners, Authorize.net and PayPal.com, securely handle any contact and financial information received from you. All data is securely encrypted using SSL/TLS1.2 and transferred to Shopify.com, Authorize.net or PayPal.com directly. We never store your credit card information on our website, so even if this website were hacked, your credit card information would remain safe.**

#### **Databases:**

**We maintain separate databases for information regarding orders, donations and postal mailings. Such information may include name, address, email, order details or donations made. These databases are maintained on local servers. The computers/servers on which we store personally identifiable information are located in secure environments with password protection and firewalls.**

## **2. Your Access to and Control Over Information**

**You may opt out of any future contacts from us using email or postal mail at any time. Both Mad Mimi and Constant Contact have an unsubscribe option on every mailer.**

**You can also perform any of the following actions by contacting us via the email address at the bottom of this document.**

- Learn what data we have collected about you**
- Change/correct any inaccurate data we have about you**
- Ask us to delete non-financial data**
- Receive your personal data in a machine-readable format**
- Opt out of receiving postal mail from us**

### **3. Security**

**We take all reasonable precautions to protect your information, both while the information is being transmitted and after it is received by us. Once we have received the information, we use security procedures and policies that are commensurate with industry standards to safeguard against loss, theft, unauthorized access, destruction, use, modification, and disclosure.**

**When you submit sensitive information via our website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted in a secure way. You can verify this by looking for a lock icon in the address bar and looking for the letters "https" at the beginning of the address of the web page.**

**While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only those employees who need the information to perform a specific job are granted access to personally identifiable information. Any personal information received offline (for example, by fax or phone) is shredded at the end of the day.**

#### **Links**

**This website may contain links to other sites. Please be aware that the Foundation for Inner Peace is not responsible for the content or the privacy practices of such sites and cannot vouch for the security of information you might choose to provide to them.**

#### **Certain Disclosures**

**The Foundation may disclose any data, whether personally identifiable or not, when required to do so by subpoena, court order, or warrant required by law. We also may disclose any data, whether personally identifiable or not, to any person performing audit, legal, operational or**

**other similar services. Whenever possible, we will require any recipient of personal information for these purposes to agree in writing to hold the information in confidence, to use the information only for the designated purpose, and to return or destroy the information when the services are completed. Whenever feasible, we will notify affected users by e-mail that such disclosure will or has occurred.**

**If you have questions or wish to contact us about the above privacy policy, feel free to email us at [security@acim.org](mailto:security@acim.org). Thank you.**