

PRIVACY POLICY

I. Overview

This Privacy Policy explains how the Ethiopian Edir Mutual Assistance Association in New York Inc. (EEMAA) collects, uses, shares and safeguards Personal Data. This privacy notice will advise you about our guidelines concerning the use of your personal information, including the reasonable efforts we make to protect your personal information in accordance with these guidelines. Please read this notice carefully.

II. Privacy Policy

EEMAA keeps your private information private by:

- Not selling your information. You have entrusted EEMAA with your personal information and we are committed to using it wisely. EEMAA will not sell, share or otherwise transfer your personal information to anyone without your consent, unless specified herein.
- Restricting who has access to your information. EEMAA takes reasonable precautions to restrict access to your account and personal information only by employees or EEMAA's Board of Directors who are authorized to have such access for business purposes.

III. Changes to Privacy Policy

As Ethiopian Edir Mutual Assistance Association in New York Inc. (EEMAA) membership and services change from time to time, this Privacy Policy is expected to change as well. We reserve the right to amend the Privacy Policy at any time, for any reason. The date of the last revision to the Privacy Policy will be indicated by the "Effective Date" at the end of this document.

IV. Types of Data We Collect

EEMAA collects personally identifiable information ("Personal Data") from you when you voluntarily submit such information to us (whether in person, online, by phone, or by paper). This information enables EEMAA to identify or contact you to carry out its business purposes. The types of Personal Data we collect may include, but is not limited to:

- General data (e.g., names, dates of birth, home and business addresses, email addresses, Internet protocol addresses and mobile/landline business/personal telephone numbers, demographic information, membership status, emergency contact information);
- Government-issued identification numbers (e.g., social security numbers, national identification numbers and tax identification numbers, driver's license number and information);

- Other identification information (e.g., photographs);
- Beneficiary information (e.g., names, home address, date of birth, email address, telephone number, and relationship of Death Payment Representatives);
- Financial information (e.g., bank account information, credit and debit card numbers) related to processing transactions for membership payments, fees, contributions, and/or death payment transfers;
- Sensitive Personal Data (e.g., racial or ethnic origin); and
- Any other information that we may need to collect in connection with registration for membership and/or participation in services offered by Ethiopian Edir Mutual Assistance Association in New York Inc. (EEMAA).

V. Use and Disclosure of Personal Data

EEMAA will use its best efforts to not disclose any Personal Data about you to any third-party for purposes unrelated to EEMAA without having received your permission except as provided herein or otherwise as permitted or required under applicable law. EEMAA may share your Personal Data in a variety of ways including, but not limited to the following:

- Share Personal Data with trusted service providers, such as payment processors, technology partners or other providers that need access to your information to provide operational or other support services while you are a member.
- Share data with third parties to fulfill service requests and to perform business functions (e.g., EEMAA contracts with third parties to provide services on our behalf such as data hosting services; banking; packaging, mailing and delivering services; payment services).
- Share Personal Data to regulatory authorities and law enforcement officials in accordance with applicable law or when we otherwise believe in good faith that the provision of such information is required or permitted by law, such as in connection with the investigation or assertion of legal defenses or for compliance matters.
- Share data with third parties as required by law or to protect EEMAA in the good-faith belief that such action is necessary to: (a) conform to legal requirements or comply with legal process served on Ethiopian Edir Mutual Assistance Association in New York Inc. (EEMAA); (b) protect and defend the EEMAA's rights or property; or (c) protect the personal safety of EEMAA personnel or members of the public in appropriate circumstances.
- Share data with third parties if EEMAA is assigned, transferred, or merged, or if the EEMAA undergoes some other change, including a change to its corporate form as part of a bankruptcy proceeding or otherwise; information may be transferred as part of that transaction or change.

- Share data with third parties under other unanticipated situations, but only with your consent.
- Share your name, contact information and email address with other members of EEMAA, including but not limited to Team Leaders of EEMAA, in connection with performing member services.

VI. Access, Change, or Retention of Personal Data

We rely on you to update and correct your Personal Data. All members of EEMAA can review, update and correct their information by contacting us using the information in the “Contact Information” section below. By submitting your Personal Data to us, you agree to the transfer, storage and processing of your Personal Data in the United States. Typically, we retain your Personal Data for the period necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is outlined in EEMAA’s Record Retention Policy (the “Retention Policy”), or as required or permitted by law. This may include retaining your Personal Data indefinitely, even after you are no longer an EEMAA member.

VII. Breach Notification

In the event we determine the occurrence of a data security incident, we will notify you by email, US mail, telephone, or other means as permitted by law.

VIII. Contact Information

If you have questions, comments, or complaints concerning our privacy practices please contact us as indicated below:

Ethiopian Edir Mutual Assistance Association in New York Inc. (EEMAA)
450 Lexington Avenue, 4th Floor
New York, NY 10017
Tel: (646) 395-0965
Email: eemaa2002@yahoo.com

IX. Terms and Conditions

You acknowledge that this Privacy Policy is part of our Terms of Use, and by participating as a member of EEMAA, you are agreeing to the terms and conditions presented here.

Effective Date: March 15, 2020