

## Siri Singh Sahib Corporation Privacy Policy

Effective Date: August 29, 2018

Siri Singh Sahib Corporation (“SSSC” or the “Company”) respects your privacy and we are committed to protecting it by complying with our Privacy Policy. This Privacy Policy describes (1) the types of information we collect from you when you visit the website [www.ssscorp.org](http://www.ssscorp.org) (the “Website”) and (2) our practices for collecting, using, maintaining, protecting, and disclosing that information.

We appreciate the trust you place in us when you provide us with your information. Protecting your information is a top priority for us.

We design all of our products and services with data protection in mind. We work hard to keep your information secure. We have staff dedicated to keeping your information safe and secure. We constantly update our security practices and invest in our security efforts to enhance your privacy.

Please read this Privacy Policy carefully to understand your rights and our policies and practices regarding your information and how we will treat it. When you submit information to us, you consent to the processing of your information as described in this Privacy Policy. **If you do not agree with any part of this privacy policy, then please do not use Siri Singh Sahib Corporation services.**

### **1. WHO WE ARE**

The data controller for the information you provide or that we collect on our Website is Siri Singh Sahib Corporation, an Oregon, USA nonprofit corporation. Our office is located at PO Box 1669, Santa Cruz, NM 87567.

### **2. INFORMATION WE COLLECT ABOUT YOU AND HOW WE COLLECT IT**

In general, we collect two types of information from users which are stored in a secure database: **voluntary information** (such as name, e-mail address, billing and shipping addresses if applicable, phone, and credit card information if applicable) and **automatic information** (such as number of visits and browser used). **Voluntary information** is personally identifiable information that our users provide us. It makes it possible for users to purchase items, receive electronic newsletters and enter contests and other promotional opportunities provided through the Website. We also maintain a record of customer product interests and purchase history from our site in order to better supply products. This information is also necessary for us to process and ship orders, inquire our customers about purchases, and inform them about occasional special offers. **Automatic information** is non-personally identifiable information that we receive and store whenever you interact with us. As with many other websites, we use “cookies”

which are small data files stored on your computer. The information we receive when your Web browser accesses the Website includes the following:

- IP address – to measure our site traffic, diagnose problems with our server and administer over our Website.
- Referral site – if you come to our site via a link from another website, the location of the referral is noted. This is used to help us know where some of our users come from.
- Browser type – to help us optimize our site to match the latest technology used by our customers.
- Number of visits – so we can offer special promotions to regular customers and provide a more personalized shopping experience.

You can refuse cookies by turning them off on your browser. If you turn off cookies, you will not be able to make a purchase from our site. However, you will still be able to browse our site without any problem.

Specifically, we collect several types of information from and about users of our Website, including information:

- by which you may be personally identified, such as name, postal address, e-mail address, telephone number, or any other identifier by which you may be contacted online or offline (“personal information”);
- that is about you but individually does not identify you, such as credit card and payment information; and/or
- about your internet connection, the equipment you use to access our Website and usage details.

We collect this information:

- Directly from you when you provide it to us (voluntary information); and
- Automatically as you navigate through the site. Information collected automatically may include usage details, IP addresses, and information collected through cookies, web beacons, and other tracking technologies (automatic information).

### **Information You Provide to Us**

The information we collect on or through our Website may include:

- Information that you provide by filling in forms on our Website. This includes information provided at the time of subscribing to our blog, joining our email list, posting material including jobs and businesses in the business directory, applying for a job on our job board, purchasing items for sale through the Website, subscribing to newsletters, or requesting further services. We may also ask you for information when you enter a contest or promotion sponsored by us, and when you report a problem with our Website.

- Records and copies of your correspondence (including email addresses), if you contact us.
- Your responses to surveys that we might ask you to complete for research purposes.
- Details of transactions you carry out through our Website and of the fulfillment of your orders. You may be required to provide financial information before placing an order through our Website.
- Your search queries on the Website.

You also may provide information to be published or displayed (hereinafter, “posted”) on public areas of the Website, or transmitted to other users of the Website or third parties (collectively, “User Contributions”). Your User Contributions are posted on and transmitted to others at your own risk. Additionally, we cannot control the actions of other users of the Website with whom you may choose to share your User Contributions. Therefore, we cannot and do not guarantee that your User Contributions will not be viewed by unauthorized persons.

### **Information We Collect Through Automatic Data Collection Technologies**

As you navigate through and interact with our Website, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns, including:

- Details of your visits to our Website, including traffic data, location data, logs, and other communication data and the resources that you access and use on the Website.
- Information about your computer and internet connection, including your IP address, operating system, and browser type.

The information we collect automatically includes statistical data and may include personal information. It helps us to improve our Website and to deliver a better and more personalized service, including by enabling us to:

- Estimate our audience size and usage patterns.
- Store information about your preferences, allowing us to customize our Website according to your individual interests.
- Speed up your searches.
- Recognize you when you return to our Website.

The technologies we use for this automatic data collection may include:

- **Cookies (or browser cookies).** A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting you may be unable to access certain parts of our Website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our Website.

- **Flash Cookies.** Certain features of our Website may use local stored objects (or Flash cookies) to collect and store information about your preferences and navigation to, from, and on our Website. Flash cookies are not managed by the same browser settings as are used for browser cookies. For information about managing your privacy and security settings for Flash cookies, see Choices About How We Use and Disclose Your Information below.
- **Web Beacons.** Pages of the Website and our e-mails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit the Company, for example, to count users who have visited those pages or opened an email and for other related Website statistics (for example, recording the popularity of certain Website content and verifying system and server integrity).

### **Third-Party Use of Cookies and Other Tracking Technologies**

Some content or applications on the Website are served by third-parties, including advertisers, ad networks and servers, content providers, and application providers. These third parties may use cookies alone or in conjunction with web beacons or other tracking technologies to collect information about you when you use our Website. The information they collect may be associated with your personal information or they may collect information, including personal information, about your online activities over time and across different websites and other online services. They may use this information to provide you with interest-based (behavioral) advertising or other targeted content.

We do not control these third parties' tracking technologies or how they may be used. If you have any questions about an advertisement or other targeted content, you should contact the responsible provider directly. For information about how you can opt out of receiving targeted advertising from many providers, see Choices About How We Use Your Information below.

We honor do-not-track signals and will not track your activity on our Website, plant cookies, or use advertising when a do-not-track browser mechanism is in place.

### **3. HOW WE USE YOUR INFORMATION**

We may use the information we collect from you when you register, sign up for our newsletter, respond to a survey, use our website, or use certain other site features in the following ways:

- To send periodic emails regarding news from Siri Singh Sahib Corporation and its affiliate organizations.
- To send periodic emails regarding Siri Singh Sahib Corporation upcoming events such as Town Halls, gatherings and Khalsa Council.
- To present our Website and its contents to you.
- To provide you with information, products, or services that you request from us.
- To fulfill any other purpose for which you provide it.
- To provide you with notices about your subscription(s).

- To carry out our obligations and enforce our rights arising from any contracts entered into between you and us.
- To notify you about changes to our Website or any products or services we offer or provide through it.
- To allow you to participate in interactive features on our Website.
- In any other way we may describe when you provide the information.
- For any other purpose with your consent.
- We may also use your information to contact you about our own goods and services that may be of interest to you. If you do not want us to contact with such information, please contact us at [admin@ssscorp.org](mailto:admin@ssscorp.org) to inform us that you wish to not be contacted about our goods or services.

#### **4. HOW WE PROTECT YOUR INFORMATION**

We have implemented measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure. All information you provide to us is stored on our secure servers behind firewalls. Our website is scanned on a regular basis for security holes and known vulnerabilities in order to make your visit to our site as safe as possible. Your personal information is only accessible by a limited number of persons who have special access rights to such systems and are required to keep the information confidential.

Further, we use a variety of security measures when a user enters, submits, or accesses their information to maintain the safety of your personal information. All transactions are processed through a gateway provider and are not stored or processed on our servers.

Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our Website. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the Website.

#### **5. HOW WE SHARE YOUR INFORMATION**

We may disclose aggregated information about our users, and information that does not identify any individual without restriction. We do not sell, trade, or otherwise transfer to outside parties your Personally Identifiable Information unless we provide you with advance notice. This does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or serving our users, so long as those parties agree to keep this information confidential. We may also release information when it's release is appropriate to comply with the law, enforce our site policies, or protect ours or others' rights, property or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

## **6. YOUR RIGHTS OVER YOUR PERSONAL DATA**

You are the owner of your data, and we will honor any lawful and legitimate request that you make to assert control over your data. We will store and process your data as long as you continue to subscribe to our services and consent to our processing of your data. You may choose not to receive communications from us by clicking on the unsubscribe link in our emails or contacting us as described below. You always have the choice to request that we delete your data completely or limit the ways in which we use your data under this Privacy Policy. In addition, if you determine that your data in our possession is incorrect, please contact us to provide the correct data. Your rights to control your data include but are not limited to the following rights:

- The right to be informed about how we use your data.
- The right to access, obtain a copy of, or correct your data.
- The right to request that we delete your data except to the extent that SSSC must retain certain data to comply with the law, protect the rights of a third party, or otherwise has a legitimate reason to do so.
- The right to object to our use of your data, restrict our use of your data, or withdraw consent for the further use of your data.

## **7. LINKS TO OTHER WEBSITES AND SERVICES**

The Services may include links to third-party websites and services that are not operated by us. When you click these links, you will be directed away from the Services. A link to a third-party website or service does not mean that we endorse it or the quality or accuracy of information presented on it. If you decide to visit a third-party website or service, you are subject to its privacy practices and policies, not ours. This Privacy Policy does not apply to any personal data that you provide to these other websites and services.

## **8. USE OF OUR SERVICES BY CHILDREN**

Our Website is not intended for children under 16 years of age. No one under age 16 may provide any personal information to or on the Website. We do not knowingly collect personal information from children under 16. If you are under 16, do not use or provide any information on this Website or on or through any of its features/register on the Website, make any purchases through the Website, use any of the interactive or public comment features of this Website or provide any information about yourself to us, including your name, address, telephone number, email address, or any screen name or user name you may use. If we learn we have collected or received personal information from a child under 16 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 16, please contact us by sending an email at [admin@ssscorp.org](mailto:admin@ssscorp.org).

## **9. FAIR INFORMATION PRACTICES**

The Fair Information Practices Principles form the backbone of privacy law in the United States and the concepts they include have played a significant role in the development of data protection laws around the globe. Understanding the Fair Information Practice Principles and how they should be implemented is critical to comply with the various privacy laws that protect personal information.

**In order to be in line with fair information practices we will take the following responsive action, should a data breach occur:**

We will notify you via email within 7 business days

## **10. CAN SPAM ACT**

The CAN-SPAM Act is a law that sets the rules for commercial email, establishes requirements for commercial messages, gives recipients the right to have emails stopped from being sent to them, and spells out tough penalties for violations.

**We collect your email address in order to:**

- Send information regarding what is happening with the Siri Singh Sahib Corporation and its affiliate corporations.
- Send information, respond to inquiries, and/or other requests or questions

**To be in accordance with CANSPAM, we agree to do the following:**

- Not use false or misleading subjects or email addresses.
- Identify the message as an advertisement in some reasonable way.
- Include the physical address of our business or site headquarters.
- Monitor third-party email marketing services for compliance, if one is used.
- Honor opt-out/unsubscribe requests quickly.
- Allow users to unsubscribe by using the link at the bottom of each email.

**If at any time you would like to unsubscribe or opt-out from receiving future emails, you can email us at [admin@ssscorp.org](mailto:admin@ssscorp.org)**

Follow the instructions at the bottom of each email and we will promptly remove you from ALL correspondence.

## **11. INTERNATIONAL PRIVACY LAWS**

Siri Singh Sahib Corporation is based in the United States. If you are accessing the Website from outside the United States, note that your information will be transferred to the United States, where our servers are located. It is possible that, in processing your information, your

information will be transferred both within the United States and outside the United States. It is therefore possible that your personal data will be stored or processed in jurisdictions that may not provide equivalent levels of data protection as your home jurisdiction. However, our collection, storage, and processing of your data will at all times continue to be governed by this Privacy Policy.

## **12. CHANGES TO THIS PRIVACY POLICY**

The Effective Date of this Privacy Policy is set forth at the top of this webpage. As we add new features to the Services, we may amend this Privacy Policy. If we make a material change to this Privacy Policy that reduces your privacy rights, we will notify you in advance through the Services. Your continued use of the Services after the Effective Date constitutes your acceptance of the amended Privacy Policy. The amended Privacy Policy supersedes all previous versions.

## **13. CONTACT INFORMATION**

If you have any questions regarding this Privacy Policy, you may contact us using the information below.

WEB: <https://www.sssc corp.org/contact.html>

Mail: 01A Ram Das Guru Place, Espanola, NM 87532

Email: [admin@ssscorp.org](mailto:admin@ssscorp.org)

Phone: 703-481-4747