

## Healthcare Extension Promotion and Training Organization

Email: info@hepto.org | USA Office: +1(612) 747-6446 | Kenya Office: 0759558629 / 0759404088

# **Privacy Policy**

#### Introduction

HEPTO is committed to protecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your personal information. By using our website, you agree to the practices described in this policy.

#### **Information We Collect**

- Personal Information: We collect personal information that you provide to us directly, such as your name, email address, phone number, and mailing address when you subscribe to our newsletter, make a donation, or participate in surveys.
- Non-Personal Information: We collect non-personal information such as browser type, IP address, and pages visited on our website to improve our services and user experience.
- Cookies: We use cookies to personalize your experience on our site. Cookies are small files stored on your device that help us remember your preferences and understand site usage.

#### How We Use Your Information

- Communications: We may use your personal information to send you updates about our work, newsletters, and other communications that may interest you.
- Improvement of Services: We use non-personal information to analyze site traffic and improve our website's functionality.
- Legal Obligations: We may disclose your information when required by law or to protect our rights and safety.

### **Your Rights**

- Access and Update: You have the right to access and update your personal information by contacting us at info@hepto.org.
- ➤ Opt-Out: You can opt out of receiving communications from us at any time by following the unsubscribe link in our emails.
- Cookies Management: You can manage your cookie preferences through your browser settings.



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## Security

We take reasonable measures to protect your personal information from unauthorized access, use, or disclosure. However, no internet transmission is completely secure, and we cannot guarantee its absolute security.

## **Changes to This Policy**

We may update this Privacy Policy periodically. We will notify you of significant changes via email or a notice on our website.

#### Contact Us

If you have any questions about this Privacy Policy, please contact us at info@hepto.org.