

RIDHWAN FOUNDATION

and

DIAMOND HEART  
AND TRAINING INSTITUTE, INC.:

JOINT NON-MEMBER PRIVACY POLICY

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Commitment to Privacy

The Ridhwan Foundation (“RF” or the “Foundation”) is a church and a US registered non-profit, 501(c)(3) corporation that embodies, disseminates and protects the spiritual teachings known as the Diamond Approach<sup>®</sup>. For the protection of the many members of the public who contact the Foundation regarding its work, the Foundation has a long-standing commitment to keeping the information it obtains concerning these persons confidential and private. This Privacy Policy (“Policy”) describes the scope and terms of this commitment.

As most of the Foundation’s efforts to make available the teachings of the Diamond Approach are carried out by its administrative arm, the Diamond Heart and Training Institute, Inc. (“DHAT”), this policy also describes DHAT’s efforts to ensure that the Foundation’s and DHAT’s own privacy commitments are met. DHAT, a non-profit, US 501(c)(3) corporation as well, exists for the sole purpose of serving the Foundation and the teachings of the Diamond Approach (together, the Foundation and DHAT are the entities which constitute the legal structure of, and are for convenience in this document referred to together as, the “School”).

What This Policy Covers

This Policy describes the information the School believes is private and the steps it takes to protect this information. Such information includes primarily the names, addresses and other contact information of those members of the public who contact the School regarding its work. This information is collected in a variety of circumstances, primarily including but not limited to the following: (1) when a person contacts the School by phone, fax, mail or email for information regarding its programs, operations or teachings, and (2) when a person registers or attends a public program offered by the School and makes his or her contact information available.

Many local Diamond Approach groups around the world also separately maintain their own contact information for members of the public who contact these groups or participate in their programs. As these groups are legally distinct and independent from the School, the School cannot provide any assurance that any such group maintains

technological and legal protections similar to those offered by the School. However, it is School policy that such groups are strongly requested to protect all such information to the same degree as the School itself. If you have any questions as to whether the School's or a local group's policies cover your contact information, please contact the School as provided below.

### Policy Provisions

The following are the key provisions of the Policy:

1. The School collects from members of the public the minimum amount of information reasonably necessary to initiate contact with them, i.e., a record of who these persons are and how to contact them. Thus, the information collected consists mainly of these persons' names, addresses, telephone numbers and e-mail addresses.
2. By long-standing School policy, the contact information obtained by the School is treated as confidential and will under no circumstances be shared with any third party, commercial or otherwise, except when the Foundation and/or DHAT, as applicable, believes that such disclosure is required by law.
3. Reasonable steps are taken to ensure the privacy of non-member contact information.
4. The School attempts to keep accurate records of non-member contact information, but it is up to the individuals concerned to inform the School of any errors or changes in this information.
5. Any individual on the School's non-member contact list may request to be removed from that list at any time, as provided below.

### Disclaimers

The School makes every reasonable effort to comply with this Policy, but cannot absolutely guarantee the accuracy or security of its non-member contact information. This Policy may be revised from time to time by the School in its sole discretion and without advance notice, provided that all such revisions will be posted as soon as reasonably possible on the School's website, [www.ridhwan.org](http://www.ridhwan.org).

### Updating or Removing Contact Information; Questions and Complaints

To request that contact information be updated or removed from the School's records, or if you have any questions or complaints, please contact [address@DHAT.org](mailto:address@DHAT.org) or the DHAT office at P.O. Box 2747, Berkeley, CA 94702, USA.