

San Diego Space Institute

Privacy Policy

Last updated: May 2026

Organization Information

San Diego Space Institute (SDSI) is a 501(c)(3) nonprofit organization dedicated to advancing space weather research and education through student-driven spaceflight hardware development. SDSI is a nonprofit educational and research organization and does not sell personal information.

Address: 13223 Black Mountain Road, Suite 1, PMB 394, San Diego, CA 92129

EIN: 39-2191995

Website: sdspaceinstitute.org

Privacy Requests: info@sdspaceinstitute.org

SDSI may conduct educational, research, fundraising, and outreach activities in multiple states, including California and Texas.

1. Our Website and Data Collection

SDSI's website is a static site hosted on GitHub Pages. It does not use cookies, tracking scripts, analytics, or any data collection technology. All data collection occurs exclusively through third-party platforms — Stripe for donation processing and Google Forms for interest and inquiry submissions. Information may be stored or processed using cloud-based systems located within the United States.

2. Information We Collect

SDSI collects personal information through the following channels:

2.1 Stripe (Donation Processing)

When you make a donation, you are directed to a Stripe-hosted checkout page. Stripe collects the following on our behalf:

- Full name
- Email address
- Donation amount and date
- Communication preference — whether you have opted in to receive fundraising communications and program updates from SDSI

Payment card information is processed directly by Stripe and is not stored by SDSI. SDSI does not collect, store, or have access to your credit card number, bank account details, CVV, or any other sensitive payment information. All payment data is handled exclusively by Stripe, Inc., which operates servers in the United States. Stripe's privacy policy at stripe.com/privacy governs their handling of your payment data.

2.2 Google Forms (Interest and Partnership Inquiries)

When you submit an interest or inquiry form through our Google Form, we collect:

- Full name
- Email address
- Organization name (if applicable)

This form is used to track individuals who are interested in donating and organizations that may wish to collaborate with SDSI. Google's privacy policy at policies.google.com/privacy governs Google's handling of form submission data.

2.3 Publicly Available Sources

SDSI may identify and record contact information for prospective donors and partners from publicly available sources including LinkedIn, professional directories, and publicly accessible organizational websites. This information is used solely for SDSI outreach purposes. If you have been contacted by SDSI and wish to be removed from our records, please email info@sdspaceinstitute.org and we will remove your information within 30 days.

3. Legal Basis for Processing

SDSI processes personal data on the following legal bases:

Consent: We send fundraising communications and program updates only to individuals who have explicitly opted in to receive them. By voluntarily submitting forms or donations, individuals consent to SDSI contacting them regarding organizational activities, unless they opt out. You may withdraw consent at any time by unsubscribing.

Legitimate Interest: We maintain donor records and prospective donor information to pursue our nonprofit mission of advancing space weather research and aerospace workforce development.

Legal Obligation: We retain donation transaction records as required by IRS regulations governing 501(c)(3) nonprofit organizations.

Contract: We process donation data as necessary to fulfill the donation transaction and issue tax acknowledgment letters.

4. How We Use Your Information

4.1 Stripe Donor Data

We use donation data for the following purposes:

- To process and record your donation
- To issue donation receipts and tax acknowledgment letters
- To analyze and optimize our fundraising — including understanding donation patterns, average gift sizes, and campaign performance — in order to better serve our mission
- To send newsletters, mission updates, and fundraising communications to donors who have opted in to receive them
- To maintain accurate donor records in our secure internal records system for nonprofit governance and financial reporting

4.2 Google Form Data

We use Google Form submission data for the following purposes:

- To follow up with individuals who have expressed interest in donating
- To initiate partnership discussions with organizations that have expressed interest in collaborating with SDSI
- To maintain a pipeline of prospective donors and partners

5. How We Store Your Information

SDSI maintains two separate internal data systems:

Donor Records: A secure internal records system that stores confirmed donor information including name, email, donation history, and communication preferences. Access is restricted to authorized SDSI staff only.

Prospect Management System: A separate internal system for tracking prospective donors and potential organizational partners. This system is also restricted to authorized SDSI staff.

All internal data is stored within Google Workspace, which maintains its own security and compliance standards. Donor information is maintained in accordance with nonprofit operational and recordkeeping

requirements. Payment transaction data is stored exclusively on Stripe's PCI DSS Level 1 compliant servers.

6. How We Share Your Information

SDSI does not sell, rent, share, or trade your personal information to any third parties for commercial or advertising purposes. We do not share personal information for cross-context behavioral advertising purposes. We may share your information only in the following limited circumstances:

Stripe: Payment processing data is transferred to Stripe, LLC in the United States as necessary to process your donation.

Google: Form submission data is processed through Google Forms and stored in Google Workspace, subject to Google's privacy policy.

Legal Requirements: We may disclose your information if required by law, court order, or government regulation.

Nonprofit Reporting: Aggregate financial data may be included in required IRS filings and California Attorney General annual reports. Individual donor information is kept confidential in all public filings.

7. How Long We Retain Your Data

SDSI retains personal information only as long as reasonably necessary for operational, legal, tax, accounting, or historical purposes. Specific retention periods are as follows:

Donation transaction records: Retained for a minimum of 7 years as required by IRS regulations for 501(c)(3) organizations. This includes donor name, donation amount, and date. Due to legal obligations, this data cannot be fully deleted upon request. However, we can anonymize contact information within transaction records where the legal retention requirement permits.

Donor contact information: Retained for as long as you maintain an active relationship with SDSI or until you request deletion. Upon verified deletion request, contact information will be removed from our donor records within 30 days.

Google Form submissions: Retained for up to 3 years or until you request deletion, whichever comes first.

Publicly sourced contact information: Retained until you request removal. Removal requests honored within 30 days.

Communication preferences: Updated immediately upon request.

8. Your Privacy Rights

Individuals may request access, correction, or deletion of personal information held by SDSI, subject to applicable law. This policy is intended to comply with applicable U.S. federal and state privacy laws relevant to SDSI operations.

Depending on your state of residence, you may have the following rights with respect to your personal information:

Right to Know: You may request a copy of the personal information we hold about you, including the categories of data, the purposes for collection, and the sources.

Right to Delete: You may request deletion of your personal information. Note that donation transaction records may be retained as required by federal tax law.

Right to Correct: You may request correction of any inaccurate personal information we hold about you.

Right to Opt Out: You may opt out of receiving marketing and fundraising communications at any time.

Right to Non-Discrimination: We will not discriminate against you for exercising any of these rights. Your ability to donate or receive services from SDSI will not be affected.

To submit a data access, correction, or deletion request, please contact info@sdspaceinstitute.org with your full name and email address so we can verify your identity. We will respond to all verified requests within 45 days.

9. Email Communications and Unsubscribe

SDSI will only send fundraising communications and program updates to donors and contacts who have explicitly opted in to receive them. Every email we send includes an unsubscribe link. You may also unsubscribe at any time by emailing info@sdspaceinstitute.org with the subject line 'Unsubscribe'. We will honor all unsubscribe requests within 10 business days.

10. Data Breach Notification

In the event of a data breach that compromises your personal information, SDSI will notify affected individuals in accordance with applicable law and without unreasonable delay. If you believe your personal information may have been compromised, please contact us immediately at info@sdspaceinstitute.org.

11. Data Security

Donor and contact data is stored in Google Workspace systems accessible only to authorized SDSI staff. All payment processing is handled by Stripe, which maintains PCI DSS Level 1 compliance. While we take reasonable technical and organizational measures to protect your information, no data transmission or storage system can be guaranteed to be 100% secure.

12. Children's Privacy

SDSI does not knowingly collect personal information online from children under the age of 13 without appropriate parental or guardian involvement. If you believe we have inadvertently collected such information, please contact us immediately at info@sdspaceinstitute.org.

13. Third-Party Links and Platforms

External websites or partner platforms linked from SDSI properties may maintain separate privacy practices. SDSI is not responsible for the privacy practices of third-party sites and encourages individuals to review those policies independently.

14. Changes to This Policy

We may update this Privacy Policy from time to time. We will notify donors of material changes by posting the updated policy on our website and updating the 'Last updated' date. Continued engagement with SDSI after changes are posted constitutes acceptance of the updated policy.

15. Privacy Requests and Contact

For any privacy-related questions, data access requests, deletion requests, correction requests, removal from prospect lists, or unsubscribe requests, please contact:

San Diego Space Institute — Privacy Request

Email: info@sdspaceinstitute.org

13223 Black Mountain Road, Suite 1, PMB 394

San Diego, CA 92129

We will respond to all privacy requests within 45 days of receipt.

San Diego Space Institute is a 501(c)(3) tax-exempt organization. EIN: 39-2191995. Donations are tax-deductible to the extent permitted by law.