



## PRIVACY POLICY

Last updated: July 12, 2018

At the Rees-Jones Foundation, we take the privacy of personal information seriously. This Privacy Policy (this “**Policy**”) governs how we handle personal and other information you may provide us (as a grantee, donor, or otherwise). This Policy governs information provided to us through our website at [www.rees-jonesfoundation.org](http://www.rees-jonesfoundation.org) (our “**Website**”), through our grant application and inquiry portals hosted by [www.grantrequest.com](http://www.grantrequest.com), or by phone, email, or in writing.

We may modify this Policy from time to time. Any modifications to this Policy will be posted on our Website. We encourage you to periodically review this Policy to stay informed about our privacy practices.

### 1. What Information Do We Collect?

We collect Personal Information that you voluntarily provide us. “**Personal Information**” means information that can be used to identify you personally, and most frequently includes your name, address, phone number, and email address.

When you visit our Website, our servers may also automatically collect technical information that does not identify you personally (“**Technical Information**”). Technical Information may include information about your device, operating system, and IP address, as well as information about your usage of the Website such as page views, clicks, and information about any errors that occur. Our Website does not currently respond to “Do Not Track” settings of web browsers.

### 2. How Do We Use Information?

We may use your Personal Information to: (i) administer your grant request; (ii) respond to your inquiries and communications; (iii) register you for mailings at your request; (iv) otherwise fulfill the purpose for which you provided the information; or (v) comply, as otherwise reasonably required, with applicable policies, laws, rules, and regulations. We may use Technical Information, which does not identify you, in any way we deem appropriate (including to maintain and improve our Website and services). If you would like to be removed from our mailing lists, please contact us at [info@rees-jonesfoundation.org](mailto:info@rees-jonesfoundation.org).

### 3. How Do We Share Information?

We do not sell your Personal Information to third parties. We may share Personal Information: (i) with our third party service providers who assist in our operations, such as our on-line hosting providers and HR administrators; (ii) in other circumstances with your consent; and (iii) as otherwise reasonably required to

comply with applicable policies, laws, rules, and regulations. We may share Technical Information in any way we deem appropriate.

#### **4. Updating and Securing Personal Information**

Please contact us at [info@rees-jonesfoundation.org](mailto:info@rees-jonesfoundation.org) if you would like to correct or amend any of your Personal Information (such as your contact information). We take reasonable security measures to protect your Personal Information, but no transmission of data over the Internet can be guaranteed to be 100% secure. As a result, you accept the inherent risks in sending us any Personal Information, including the risks of interception or unauthorized access.

#### **5. Third Party Links and Services**

Our Website and other materials may contain links to websites owned or operated by third parties. These third-party websites are not under our control, and are not subject to this Policy. Please review the applicable third party's privacy policy when visiting such third-party websites.

#### **6. Children's Privacy**

We do not knowingly collect Personal Information from anyone under the age of 13 via the Website. If we become aware that we have collected any Personal Information regarding an individual under the age of 13 via the Website, we will use commercially reasonable efforts to promptly remove such Personal Information from our systems.

#### **7. Contact**

If you have any further questions concerning this Policy, please contact [info@rees-jonesfoundation.org](mailto:info@rees-jonesfoundation.org).