

Mansfield Foundation

General Privacy Policy (including Website)

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Commitment to Privacy

Your privacy is important to us. It is the policy of the Mansfield University Foundation Inc. dba Mansfield Foundation (the “Foundation” or “us” or “we” or “our”) to respect the privacy of its donors, alumni, and others with whom the Foundation interacts. This privacy policy (“Policy”) applies to information collected through the <http://www.mansfieldfoundation.org/> website (“Site”), and any other interactions we may have with you (collectively, the “Services”).

This Policy contains details about how the Foundation collects and uses information from you when you use the Services.

This Policy covers only the Site identified above. Other Foundation sites, apps and other online locations may have their own privacy policies, and you should consult those accordingly.

Changes to this Policy

Please read this Policy carefully. We will post any changes to it here so that you will always know what information we gather, how we might use that information, and whether we will disclose that information to anyone. Any changes to this Policy will be effective when posted. The Foundation reserves the right to change this Policy at any time. **By using our Services, you consent to the data practices described in this Policy. If any changes to this Policy are unacceptable to you, you should cease using the Services.**

If any changes to this Policy affect how the Foundation treats or handles personally identifiable information that you have already provided to the Foundation or that has otherwise been collected by the Foundation, we will notify you by email (if the Foundation has a valid email address to use) and give you thirty (30) days to opt-in to the changes as they pertain to your information. If you do not opt-in, your information will continue to be used in a manner that is consistent with the version of this Policy under which it was collected, or the information will be deleted.

The information we collect directly from you

You can generally visit the Site without revealing any personally identifiable information about yourself. Personally identifiable information (“PII”) is generally defined as information that may be able to identify you or that may be used to get access to your account including, but not limited to, name, mailing address or other physical address, email address, telephone number, social security number, date of birth, credit/debit card number or other financial information, photograph, family information (e.g., marital status and name of spouse), education, business or employment information, etc.

There are areas or instances in the Services where we collect PII or other information you provide directly to us. For example, PII and other information such as name, mailing or shipping address(es), email address, phone number, employment information, date of birth, gender, marital status (and name of spouse), graduation information, and donation information and giving capacity may be collected from you when you:

- interact with us as a donor or alumnus;
- create a user account to access certain features of our Services;

- create a username and password (or security question and answer);
- send us an email;
- fill out and submit a form;
- register for the Foundation's meetings or events;
- participate in surveys, questionnaires or contests;
- make a gift or donation on or through the Services; and/or
- send us communications for reasons beyond the scope of this list.

If you voluntarily provide us with your information online, such as when you make a contribution, complete a survey, or send us an email, we may gather PII and other information through that communication. On certain pages on our Site, such as our contribution page or an information request form, you may be asked to provide information such as demographics, credit/debit card, and other information. By providing to the Foundation the PII and other information referenced above, you agree that the Foundation may use the PII and other information in accordance with the terms of this Policy. Permission to collect PII may also be granted to us in the donations you make to us or in other forms that you complete online or offline.

The information we collect directly from third parties

We may gather PII and other information about you from your alma mater. In addition, we may gather your PII and other information by providing names, addresses, and/or phone numbers that are gathered through the Services or from other sources to third party vendors for the purpose of obtaining additional information about you that is relevant to the mission of the Foundation.

The information we collect automatically

When you access or use the Site, we may automatically collect certain PII and other information about you, including:

- **Log Data.** As is true of most websites, we gather certain information automatically and store it in log files. This information may include internet protocol (IP) addresses, browser type, device identifier, Internet service provider (ISP), referring/exit pages, operating system, date/time stamp, clickstream data, and other usage data. We may combine this automatically-collected log information with PII and other information we collect about you. We use log data to monitor use of our Site, for security purposes and for technical administration.
- **Device Information.** We may collect information about the device you use to access our Site, including the hardware model, operating system and version, unique device identifiers and mobile network information.
- **Cookies and Other Tracking Technologies.** We and our service providers may use various technologies to collect information, including cookies and web beacons. Cookies are small data files stored on your hard drive or in device memory that help us to, among other things, improve our Site and your experience, see which areas and features of our Site are popular and count visits. Web beacons are clear, electronic images that may be used on our Site or in our emails to help deliver cookies, count visits, understand usage and campaign effectiveness and determine if an email has been opened and acted upon. You may opt out of us using this information to send you marketing communications at any time by contacting us at mufdn@mansfieldfoundation.org or by using the unsubscribe link in any of our communications.
- **OPTING OUT OF COOKIES** - You have the ability to accept or decline cookies. Most browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to sign in or use other

interactive features of the Site and services that depend on cookies. If you choose to accept cookies, you also have the ability to later delete cookies that you have accepted. If you choose to delete cookies, any settings and preferences controlled by those cookies will be deleted and may need to be recreated. If your browser settings are set up as ‘Do Not Track’, we will not use cookies and tracking technologies.

We use the following cookies on our site:

- Google Analytics provide us the following information about each website visitor: pages viewed, location (country and city), search terms used, referral information (i.e., did the visitor come from another site, a search, or a link) and technology used (device, browser, and operating system). More information on how your information is handled through this service is available here: <https://policies.google.com/privacy>.
- Internal navigation cookies tell us which pages have been viewed, the sequence of pages viewed, and how the Site perform.

How we use collected information

The Foundation will generally use the PII and other information we collect from you to further the mission of the Foundation.

More specifically, the Foundation may use your PII and other information to:

- process your interactions with us as a donor and alumnus;
- administer your user account;
- secure and provide ongoing technical support related to your user account;
- review and respond to your emails;
- process any forms you submit on or through the Services;
- schedule and administer the Foundation’s meetings and events;
- process and catalog responses to surveys or questionnaires;
- respond to questions or comments;
- process donations made to the Foundation;
- communicate with you regarding additional uses of your PII beyond the scope of this list;
- improve the content and general administration of the Services;
- perform internal operations related to the Services (e.g., fraud prevention);
- troubleshoot software issues and operational problems with the Site;
- conduct data analysis and testing; and/or
- monitor usage of the Services.

By providing to the Foundation the PII and other information referenced above, you agree that the Foundation may use the PII and other information in accordance with the terms of this Policy.

Data Security and Storage

The Foundation adheres to accepted industry security standards that are designed to protect any non-public PII on the Site against accidental or unauthorized use, access or disclosure. The technology we use is specifically designed for web servers. All of your PII resides in the United States of America in a secure database behind a firewall where it cannot be accessed without proper authorization. Secure Sockets Layer (“SSL”) technology encrypts your PII as well as your history if it is transmitted over the Internet.

You also have a responsibility in keeping the PII that is available on the Site secure by keeping your account name and password confidential. This will help prevent any potential unauthorized access to your account.

While the Foundation takes the issue of protecting your PII seriously, you should exercise discretion in what information you disclose and/or transmit on or through the Site. The Foundation cannot guarantee that information sent over the Internet is fully secure, and therefore the transmitted information may be intercepted by others before it reaches the Foundation. If you are concerned about sending information to the Foundation over the Internet, please send the information by mail or call us to make other arrangements. The Foundation is not responsible for the security of information sent over the Internet.

Links to other sites

Our Site may contain links to affiliated organization and affiliated vendor sites, such as e-mail services, online donor pages, and events registration pages, all of which are not controlled by the Foundation. We are not responsible for the content, privacy practices or data collection policies employed by those third-party sites. A link to another website does not constitute an endorsement of that site or any of the content or information provided by that site. We encourage our users to be aware when they leave our Site and to read the privacy policies of each online location that collects PII.

The Foundation may also allow interaction between the Site, Apps and other online services such as Facebook or other social media providers. This may include the “Like” button or other plugins available through the Site that allow you to share information with persons outside of the Site. Please consult the privacy policies of those third-party providers before using them to make sure you are comfortable with the level of sharing.

Credit Card Transactions

Some features of the Services enable credit card transactions. This feature is completely voluntary for users. The Foundation complies with the Payment Card Industry Data Security Standards (PCI DSS). One-time gifts or recurring gifts may be made online through the Foundation’s website (www.mansfieldfoundation.org), by calling the Foundation (570-463-4040), or by mailing to the Foundation’s Post Office Box or physical locations. Online donations are processed through the Foundation’s secure online website, which does not store credit card information. Gifts called into or mailed to the Foundation are processed by Foundation staff via the Foundation’s secure online website or merchant services online terminal. Once the constituent’s credit card information is entered online, the Foundation immediately redacts the credit card number.

Data Retention and Destruction

The Foundation complies with applicable laws and regulations related to both the length of time that it retains your PII and its proper destruction. The Foundation retains collected information for a reasonable amount of time in order to fulfill the stated purpose for why the information was collected. The Foundation will also retain collection information connected to business records for periods of time required by law. If the Foundation determines that collected information is no longer needed it will delete such information. Our collection times will be consistent with applicable law. The Foundation may maintain a membership list that includes some PII.

How we share and disclose information we collect

Except as noted herein, the Foundation does not sell or share your PII with any person or entity outside of the Foundation.

Unless otherwise requested by a donor, the names of all donors will be listed in the Foundation's annual report and/or in other appropriate publications. The Foundation will not publish the amount of any donor's gift without the permission of the donor. Donors making gifts to the Foundation by bequest or other testamentary device are deemed to have granted such permission.

We do not sell online information that is collected from our donors. We may share aggregated non-PII with other entities or organizations as provided herein. We may share PII with other entities or organizations, such as our vendors, agents or contractors in order to make the Services function properly. This may include:

- sharing PII with our IT services provider to assist in providing support for our internal operations;
- the U.S. Postal Service, our mailing and shipping provider, to send you correspondence regarding Foundation news and events, giving statements, or invitations;
- Blackbaud, our payment processor, to the extent necessary to complete transactions you initiate on or through the Site;
- Penteledata, our text and email service providers, to notify you of activities and events that may interest you;
- Blackbaud, our online form provider, to process forms that you complete on the Site.

The Foundation will disclose your PII or other information when it reasonably believes it is legally required to do so by applicable laws, at the request of governmental or law enforcement authorities conducting an investigation, to verify or enforce compliance with the policies governing our Services, or to protect against misuse or unauthorized use of our Services. The Foundation may also share PII or other information in order to avoid imminent physical harm to any person or damage to any Foundation property.

We may disclose your information to The Mansfield University of Pennsylvania (the "University") for select purposes related to the University's alumni and marketing programs. We may use any information you disclose to us directly or in online applications to process your donations, or to call, mail and market information about the University or the Foundation to you. We may also publicize your name, year of graduation and your category of support in our honor roll of donors, annual report and/or other donor recognition publications, which are publicly available, unless you specifically ask to remain anonymous. To opt-out of any of these disclosures, contact us at mufdn@mansfieldfoundation.org or complete and return a Donor Choice Form available upon request.

For accounting, recording and stewardship purposes, gift amounts and detail will be associated with the donor within the donor's profile of the Foundation's internal database. In addition to Foundation employees with database access, the gift amount and its details may be known by the University President, the University Development and Alumni Relations Staff and the appropriate academic dean or program director. Each of these individuals is bound by internal confidentiality agreements to keep the gift amount and its details confidential.

The Foundation may share your PII and other information with a third party if the Foundation's ownership status changes, such as if the Foundation is acquired or acquires another entity.

Permission to share your PII may be granted to us in the donations you make to us or in other forms that you complete online or offline.

Other than what is referenced above, the PII and other information collected from you is not shared with nor sold to any person or entity outside of the Foundation.

Review of Collected PII/Your Choices

If you would like to review, edit or delete any of the PII the Foundation collected from you, or wish the Foundation to cease using your PII in the manners specified in this Policy, please contact the Foundation at mufdn@mansfieldfoundation.org. Please note that the Foundation will do its best to accommodate your request, but the Foundation cannot guarantee it can remove all PII from the specified uses. Therefore, please be as specific as possible in your request. If the request relates to information that the Foundation needs to make the Services function properly for you, you may not be able to use the Services properly moving forward.

The Foundation reserves the right to maintain proper business records as required by law, or for otherwise legitimate business purposes to the extent permitted by law, even if such records contain your PII.

The Foundation does not knowingly collect any information from minors, nor are the Services directed at or intended for minors. If a minor uploads/posts information on or through the Services that is publicly available, and the minor subsequently wants that same information deleted, the minor has a right to request that said information be removed from public viewing. A minor may email mufdn@mansfieldfoundation.org and request that any such information to be removed. Any removal of content by the Foundation does not ensure or guarantee complete or comprehensive removal of the content in all places. The content may have been shared or reposted by other parties, or federal or state law may require maintenance of the content or information.

Communications Opt-Out. If you do not wish to receive promotional communications from us, you may unsubscribe at any time by following the opt-out instructions at the bottom of the emails we send or by sending the Foundation a detailed email at mufdn@mansfieldfoundation.org.

Correction. You have the right to access your PII and to correct, amend, or delete such PII if it is inaccurate. Requests for access, correction, amendment, or deletion should be sent to mufdn@mansfieldfoundation.org. If you delete any account information, we may retain certain information as required by law or for legitimate business purposes.

Donor Confidentiality. You have the right to restrict or expand the type of information we may share with third parties, including the University, as described in the section “How we share and disclose information we collect” above. To make a confidentiality selection, please complete the Donor Choices Form (hyperlink) and email it to mufdn@mansfieldfoundation.org or send it to us at Mansfield Foundation, 71 South Main St., Mansfield, PA 16933.

Do Not Track Requests

Your Internet browser and mobile device may allow you to adjust your browser settings so that “do not track” requests are sent to the websites you visit. The Foundation respects your wishes and will not track user activity once “do not track” signals have been activated.

Third parties that may directly collect information through the Site may respond differently than the Foundation to “do not track” requests, so you should consult the applicable privacy policies of those third parties for that information.

Children’s Privacy

Our Services are intended for use by individuals 18 years of age and older located in the United States.

In all cases, the Services are not directed at, marketed to, nor intended for children under 13 years of age. If you are under 13, please do not register with us or provide us with any PII. If we become aware that a

visitor under the age of 13 has submitted any information without verifiable parental consent, we will remove his or her information from our files. Please contact us at mufdn@mansfieldfoundation.org if you become aware that a child for which you are the parent or guardian has provided us with information without your consent.

The Foundation will not use a minor's PII to market or advertise certain products or services deemed harmful to children. The Foundation also will not disclose any minor's PII if it has actual knowledge that the minor's PII will be used for the purpose of marketing or advertising the harmful products or services.

Information Requests

If you have provided us with any information during a prior visit to or use of the Services, you may request that we give you access to such information by sending us an email. You have the right to review the information and make any corrections to it that are appropriate.

Non-U.S. Concerns

The Services are meant for individuals within the United States. The Foundation only knowingly collects information from individuals within the United States. If you provide information to the Foundation from outside of the United States, you do so at your own risk. If you are outside of the United States, you are responsible for complying with any local laws regarding use of the Services, and related data collection. You also agree and acknowledge that by providing any information, including PII, through the Services, that such information will be transmitted to, and stored in, the United States.

How to contact us

Should you have other questions or concerns about this Policy, please contact Amy Carrier via email or by calling 800-732-0999. You can also write to us at Mansfield Foundation, 71 South Main St., Mansfield, PA 16933.

It is the policy of the Foundation to strictly enforce this Policy. If you believe there has been some violation of this Policy, please contact the Foundation.

Acceptance of privacy policy

By using the Services, you signify your acceptance of this Policy. If you do not agree to this Policy, we ask that you refrain from using the Services.

This Policy was last updated on August 28, 2019.