



PRIVACY POLICY

I. INTRODUCTION

This privacy policy describes the types of information Working In The Schools, Inc. (“WITS,” “we,” “our,” or “us”) may collect from you or that you may provide when you visit the website witschicago.org (our “Website”) or any application or online services available on our Website, and our practices for collecting, using, maintaining, protecting, and disclosing that information. This privacy policy does not apply to any website operated by third parties.

This policy does not apply to information collected by us offline or through any other means, or by any third party, including through any content that may link to or be accessible from or on the Website. You may also be subject to another privacy policy or other terms and conditions that are posted on the Website specific to a particular WITS program or service (“Other Agreement”). Based upon your specific relationship(s) with WITS, we may collect, use or disclose Personal Information in ways described in more detail in one or more Other Agreements. To the extent any Other Agreement includes additional terms that are not covered by or are inconsistent with this Privacy Policy, the terms and conditions of the Other Agreement will supersede this Privacy Policy.

WITS is committed to protecting your privacy. Please read this policy carefully. If any term in this policy is unacceptable to you, please do not use the Website or provide any personal information. By accessing or using this Website, you signify your acknowledgment of this privacy policy. This policy may change from time to time (see Revisions to Our Privacy Policy below) and your use of the Website after we make changes is deemed to be acceptance of those changes, so please check this policy periodically for updates.

II. INFORMATION WE COLLECT ABOUT YOU AND HOW WE COLLECT IT

We collect information from and about users of our Website, including information:

- by which you may be personally identified, such as name, physical address, e-mail address, telephone number, date of birth, geographic location, IP address, or any other information collected on the Website that is defined as personally identifiable information under applicable law (“personal information”); and/or
- that is about you but that does not individually identify you, including information about your internet connection, the equipment you use to access our Website, and usage details.

We collect this information directly from you when you provide it to us, or automatically as you navigate through the site. Information collected automatically may include usage details, IP addresses, and information collected through cookies, web beacons, and other tracking technologies.

Information We Collect About You Automatically. As with many other websites, as you navigate through and interact with our Website, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns, including:

- Details of your visits to our Website, including traffic data, location data, logs, language, date and time of access, frequency, and other communication data and the resources that you access and use on the Website.
- Information about your computer and internet connection, including your IP address, operating system, host domain, and browser type.
- Details of referring websites (URL). We also may use these technologies to collect information about your online activities over time and across third-party websites or other online services (behavioral tracking).

The information we collect automatically is statistical data and may include personal information. We may also maintain it or associate it with personal information you provide to us or that we collect in other ways or receive from third parties. It helps us to improve our Website by enabling us to, among other things, estimate our audience size and usage patterns.

As with many other sites, our Website may use “cookies” or other technologies to help us deliver content specific to your interests, to process your reservations or requests, and/or to analyze your visiting patterns. We may collect the following types of information about your visit including: the domain from which you access the Internet; IP address; operating system and information about the device or browser used when visiting the site; date and time of your visit; content you visited or downloaded; and website (such as google.com or bing.com) and website referral source (email notice or social media site) that connected you to the website. Our Website uses two types of cookies: single-session (temporary) and multi-session (persistent). Temporary cookies last only as long as your web browser is open, and are used for technical purposes such as enabling better navigation through our Website. Once you close your browser, the cookie disappears. Persistent cookies are stored on your computer for longer periods and are used for purposes including tracking the number of unique visitors to our site and information such as the number of views a page gets, how much time a user spends on a page, and other pertinent web statistics. Cookies, by themselves, will not be used by WITS to disclose your individual identity. This information identifies your browser, but not you, to our servers when you visit the Website. We do not respond to ‘do not track’ signals in your browser. We may also collect data by using “pixel tags,” “web beacons,” “clear GIFs” or similar means (collectively, “pixel tags”) that allow us to know when you visit our Website. Through pixel tags, we obtain non-personal information or aggregate information that can be used to enhance your online experience and understand traffic patterns.

Our Website routinely uses the following types of cookies: Strictly Necessary, Performance, Functionality, and Social Media.

Here is some information about each cookie category:

- **Strictly Necessary Cookies.** These cookies are essential to make this website work. They enable you to move around this site and use its features. Without these

cookies, services that are necessary for you to be able to use the site cannot be provided.

- **Performance Cookies.** These cookies collect information about how you have used a website, such as which pages are visited the most often, how people are moving from one link to another, and if they get error messages from certain pages. Overall, these cookies provide analytical information about how a website is performing and how the publisher can improve it.
- **Functionality Cookies.** These cookies allow websites to remember how you are logged in to the site, when you log in or out, your language choice or country selection, or other selections you make to customize your experience on a particular website.
- **Social Media Cookies.** To enhance your internet experience and make the sharing of content easier, some of the pages on this website contain links to third party social media service providers, such as Facebook, Twitter, or Google+. Through these links, the social media service provider may set its own cookies on your computer or device. We do not control these cookies and you should check the social media service provider's website for further details about how they use cookies.
- **Targeting Cookies.** Some companies allow their advertising partners or other third party partners to use this type of cookie to deliver advertising that is relevant to your interests. These cookies can remember that your computer or device has visited a site or service, and may also be able to track your device's browsing activity on other sites.

First-party cookies are those that WITS places on your computer or device through our Website; third-party cookies are cookies that another party places on your computer or device through our Website. Third-party cookies are not used on this site.

Information You Submit to Our Website. WITS collects personal information from you on our Website when you voluntarily submit such information to us. This information may include your name, home address, email address, telephone number, date of birth, demographic information, and other information that we may need in connection with WITS events, services, and opportunities, including but not limited to employment opportunities. The information we collect on or through our Website may include:

- Information that you provide by filling in forms on our Website. This includes information provided when you sign up for an opportunity; fill out an application; make a donation; or provide feedback on our Website; and when we process or respond to your inquiries related to requests or applications.
- Your responses to questions that we might ask you to complete for application purposes.
- Your search queries on the Website.

- When you make a payment, donation, or initiate other financial transactions on our Website, we may collect your personal information to process the transaction. Your personal information may be encrypted and transmitted to our payment processing vendor during this process.

Information We Receive From Other Sources. We may sometimes work with third parties (including, for example, third parties intermediaries with whom we partner to provide you with services, sub-contractors, analytics providers, and search information providers). You may link to or access our Website using other third-party websites. Use of such third-party websites is subject to the terms of use and privacy policies of those third parties. WITS does not control the use of this technology or the resulting information and is not responsible for any actions or policies of such third parties.

III. HOW WE USE AND DISCLOSE YOUR INFORMATION

We may use or disclose information collected about you, including personal information, in the following ways:

- To complete any application or other transactions you request online such as enrolling in programs, payment processing, signing up for events, processing donations, determining eligibility for volunteer opportunities, services, or employment, or any other action you request online.
- To operate the Website and to improve our Website and services, which may include communicating with you.
- To service providers that assist us in the maintenance, improvement, and optimization of the Website.
- To ensure that content from our Website is presented in the most effective manner for you and for your computer or mobile phone and as part of our efforts to keep our Website safe and secure.
- To measure or understand the effectiveness of communications we serve to you and others, and to deliver relevant communications to you and to provide you with communications from WITS, surveys, newsletters, and other information.
- To facilitate your registrations for events, volunteering opportunities, or other activities or programs.
- To process your donations to WITS.
- To send you information about WITS services, events, and programs, or to send you information we think may interest you related to our partners' services, events, and programs.
- To answer your inquiries about our websites, organization, and other services or activities.
- For any purpose where you have given your consent (where legally required).
- To comply with applicable federal and state law.

We may disclose aggregated, anonymized information about our users, and information that does not identify any individual, without restriction. WITS does not sell, rent, or otherwise provide your information to third parties for profit.

You agree that we have the right to disclose personal information that we collect or you provide as described in this privacy policy:

- To anyone you have authorized disclosure of information in this privacy policy or any other consent or policy.
- To service providers that assist us in the maintenance, improvement and optimization of our Website.
- To fulfill the purpose for which you provide it. For example, if you sign up for certain services, we may share your information in order to provide those services.
- For any other purpose disclosed by us when you provide the information or with your consent.
- If we are under a duty to disclose or share your personal information in order to comply with applicable law.

IV. CHOICES ABOUT HOW WE USE AND DISCLOSE YOUR INFORMATION

- **Tracking Technologies and Advertising.** You can set your browser to refuse all or some browser cookies, or to alert you when cookies are being sent. If you disable or refuse cookies, please note that some parts of this Website may then be inaccessible or may not function properly.
- **Do Not Track.** We do not respond to “do-not-track” signals or other mechanisms that allow users to signal their preferences on the collection of their personal information over time and across third-party web sites or online services.

V. YOUR CALIFORNIA PRIVACY RIGHTS

California law permits users of our Website that are California residents to request certain information regarding our disclosure of their personal information. To make such a request, please send an e-mail to kellie@witschicago.org. In your request, please attest to the fact that you are a California resident and provide a current California address for our response.

VI. DATA SECURITY

We have implemented measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure. All communications between your browser and our Website is encrypted using secure socket layer technology (SSL). We follow generally accepted industry standards to protect personal information that is submitted to us, both during its transmission and once we receive it.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the

security of your personal information or other data that is transmitted to the Website; any transmission is at your own risk.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

VII. THIRD-PARTY WEBSITES

Our Website may contain links or references to other websites outside of our control. Please be aware that this privacy policy does not apply to these websites. WITS encourages you to read the privacy statements and terms and conditions of linked or referenced websites you enter. These third-party websites may send their own cookies and other tracking devices to you, log your IP address, and otherwise collect data or solicit personal information. **WITS DOES NOT CONTROL AND IS NOT RESPONSIBLE FOR WHAT THIRD PARTIES DO IN CONNECTION WITH THEIR WEBSITES, OR HOW THEY HANDLE YOUR PERSONAL INFORMATION. PLEASE EXERCISE CAUTION AND CONSULT THE PRIVACY POLICIES POSTED ON EACH THIRD-PARTY WEBSITE FOR FURTHER INFORMATION.**

VIII. CHILDREN UNDER THE AGE OF 13

The Website is not intended for children under 13 years of age, and WITS does not knowingly collect or use any personal information from children under the age of 13. If you are under 13, do not use or provide any information on our Website, or on or through any of its features/functionality, make any donations through our Website, or provide any information about yourself to us, including your name, address, telephone number, e-mail address or any screen name or user name you may use.

If we learn that we have collected or received personal information from a child under 13 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 13, please contact us at kellie@witschicago.org.

IX. REVISIONS TO OUR PRIVACY POLICY

We reserve the right to change this privacy policy at any time. It is our policy to post any material changes we make to our privacy policy on this page. The date this privacy policy was last revised is identified at the bottom of the page. You are responsible for periodically monitoring and reviewing any updates to the privacy policy. Your continued use of our Website after such amendments will be deemed your acknowledgement of these changes to this privacy policy.

X. CONTACT INFORMATION

If you have any questions about this privacy policy, please contact kellie@witschicago.org

XI. EFFECTIVE DATE

This privacy policy is effective dated June 26, 2019.