

# PRIVACY POLICY

**Effective April 2, 2018**

The Servant Foundation d/b/a The Signatry (identified herein as The Signatry” or “we,” or related terms) respects your privacy and is committed to protecting the confidentiality and security of personal information about its former, current, and potential donors and other individuals. This Privacy Policy describes The Signatry’s information privacy practices related to collecting, using, maintaining, protecting, and disclosing personal data by The Signatry.

## Collection and Use of Personally Identifiable Information

When individuals contact The Signatry, via the internet, phone, or otherwise, they may provide The Signatry with personally identifiable information (“Personal Data”). We may also collect or receive Personal Data from third parties. Personal Data we maintain may contain sensitive and confidential material, including financial data, billing information, social security numbers, grant details, and other sensitive information. Other information is less sensitive in nature, but still personal, including names, contact information, and dates of birth.

The Signatry’s primary purpose in collecting Personal Data is to provide information and materials and to better provide its services. For example, we may use Personal Data to fulfill a donor’s grant request, respond to a donor’s inquiry, administer a donor’s Giving Fund, provide notices about a fund, send marketing information to a donor, assess the donor’s specific needs and interests, provide accounting information to authorized individuals, improve our website experience, to provide notices to you about the services we provide, any other ways we may describe when you provide the information, or any other purpose with your consent. Personal Data that is collected also helps The Signatry to verify and identify each person who establishes a fund at The Signatry or contributes or has access to a fund at The Signatry. The Signatry never sends mailings on behalf of other organizations, but we may engage (a) a mailing company to distribute our own communications or (b) a research firm to collect survey responses.

The Signatry has implemented commercially reasonable safeguards designed to protect the confidentiality of personal data and when we use personal data, we do so with respect for the person’s privacy. Within The Signatry and among our affiliates and service providers, we prohibit access to an individual’s Personal Data by persons other than those who reasonably require it to communicate with that person on behalf of The Signatry, to provide or enable The Signatry to provide services or information the person needs or has requested, to maintain accurate records, for research and analysis to better serve the person or the charitable community, or for compliance or required reporting purposes. We do not sell, trade, rent, or share Personal Data with third parties other than our affiliates and service providers except as expressly authorized by the person or his or her representative, to comply with applicable laws or court orders, or to protect the rights of The Signatry.

The Signatry strives to keep records complete and accurate. Most Personal Data that we maintain is contained in account statements that the person receives from us and on applications that the person submits to The Signatry. We encourage each person to review this information and notify us if any

information should be corrected or updated. It is also important that each individual takes affirmative steps on their own to protect against unintended disclosure of their Personal Data, including the safeguarding of usernames and passwords needed to access The Signatry's systems. The Signatry will provide reasonable access to a person's respective Personal Data we maintain about that person if, in The Signatry's opinion, it is reasonable to presume that the person requesting access is entitled to do so. We may not accommodate a request to change or update information if we believe the change would violate any law or legal requirement or cause the information to be incorrect.

## Online Use

Privacy both online and offline is equally important to The Signatry. With respect to The Signatry's websites, The Signatry utilizes various safeguards designed to protect Personal Data based on the sensitivity of the Personal Data involved. These technologies are intended to provide security and privacy when persons access and amend account information, initiate online transactions (such as contributions to The Signatry or recommendations of grants), or send secure messages. When a donor uses The Signatry's websites to provide The Signatry with sensitive Personal Data (e.g., social security number), we protect that information during transmission and electronic storage through the use of encryption. For other types of Personal Data, we implement reasonable measures aimed at preventing the information from becoming disclosed to unauthorized individuals.

When online users visit The Signatry's public website, The Signatry's web servers automatically collect and log certain information, such as usage details, IP addresses, browser type, and information collected through cookies (see below), web beacons, and other tracking technologies.

Please be aware that The Signatry may use "cookies" to track an online user's visit to The Signatry's website. Cookies involve the transfer of a small amount of data to the user's browser by a web server, which is intended to be read by the server that gave it to the user. A cookie serves as the user's identification card, recording information the user provides. Most browsers are initially set to accept cookies. Online users can set their browsers to provide a notice when they receive a cookie, giving the user the opportunity to decide whether to accept it. In some instances, accepting a cookie is not optional. If a user chooses not to accept the cookie, some portions of The Signatry's website may not work properly.

The Signatry or its designated service providers may collect and share non-personally identifiable information about users of its website only in aggregate form with third parties, including any third party vendors.

## Disclosure of Personal Data

We may disclose Personal Data that we collect or you provide as described in this privacy policy:

- To our subsidiaries and affiliates.
- To contractors, service providers, and other third parties we use to support our services and who are bound by contractual obligations to keep Personal Data confidential and use it only for the purposes for which we disclose it to them.
- To a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other contribution or transfer of some or all of The Signatry's assets, whether as a going

concern or as part of bankruptcy, liquidation, or similar proceeding, in which Personal Data held by The Signatry may be among the assets transferred.

- To fulfill the purpose for which you provide it.
- For any other purpose disclosed by us when you provide the information.
- With your consent.

We may also disclose your Personal Data:

- To comply with any court order, law, or legal process, including to respond to any government or regulatory request.
- To enforce or apply our User Agreement ([www.thesignatry.com/agreement](http://www.thesignatry.com/agreement)) and other agreements.
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of The Signatry, our donors, or others. This may include exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction.

## Other Information

Please note that although The Signatry employs reasonable precautions designed to protect the Personal Data of donors and potential donors from loss, misuse, unauthorized access, disclosure, alteration, or destruction, The Signatry cannot guarantee the confidentiality of any communication or material transmitted to or from The Signatry by any means. No security measures are perfect and we cannot promise that Personal Data about donors or prospective donors will remain secure in all circumstances.

The Signatry does not endorse, and is not responsible for, the privacy practices or the content of any third-party web sites, including those linked to and from its public or nonpublic website.

## Your Responsibilities

The safety and security of your Personal Data also depends on you. Where we have given you (or where you have chosen) a password for access to certain parts of our website(s), you are responsible for keeping this password confidential. We ask you not to share your password with anyone. Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your Personal Data, we cannot guarantee the security of your Personal Data transmitted to our website(s). Any transmission of Personal Data is at your own risk.

## Children Under the Age of 13

Our website(s) are not intended for children under 13 years of age. No one under age 13 may provide any information to our website(s). We do not knowingly collect personal information from children under 13. If you are under 13, do not use or provide any information on our website(s), use any of the interactive or public comment features of our website(s) or provide any information about yourself to us, including your name, address, telephone number, email address, or any screen name or user name you may use. If we learn 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 913-310-0279.

## Changes to Our Privacy Policy

It is our policy to post any changes we make to our privacy policy on this page. If we make material changes to how we treat our users' personal information, we will notify you through a notice on the Website home page. The date the privacy policy was last revised is identified at the top of the page. You are responsible for periodically visiting this privacy policy to check for any changes.

## Contact Information

To ask questions or comment about this privacy policy and our privacy practices, contact us at: 913-310-0279.