

# Privacy Policy

The Foundation for Impact on Literacy and Learning, Inc. (or “FILL”) is committed to protecting the privacy of visitors to its websites, as well as the privacy of its members and registrants. This Privacy Policy discloses the privacy practices of the FILL websites, whether accessed through a computer, tablet, smartphone or other device (individually or collectively, “Device” or “Devices”) and by using the FILL websites you agree to the terms of this Privacy Policy. Specifically, it outlines the types of information that we gather about you while you are using our Website or participating in our programs (collectively, “Services”), and the ways in which we use and share this information. Several areas of FILL websites do track information or include fill-in forms that request personal data from users. Below is a summary of the way this information is used. By using this website, you agree to be bound by the terms and conditions of this Privacy Policy and the Terms of Use. All references to this “Website” shall refer to the following FILL websites: fill.foundation; ecocitizenship.org; exploreacttell.org lead4change.org and any other websites for FILL programs. This Privacy Policy is applicable to the operations and websites operated by FILL, including the Website from which you accessed this Privacy Policy. It also applies to the Services that we provide through our Websites.

Because the web is an evolving media, we may need to change our Privacy Policy at some point in the future, in which case we will post the revised Privacy Policy on our Websites. If we make a significant change in the way we collect, use or share your information, the change will be posted on this page thirty (30) days before the change takes effect. We will also update the “Last Updated” date to reflect the date of the changes. By continuing to use the Services after we post any such changes, you accept the Privacy Policy as modified. Your access of the Services for the limited and exclusive purpose of reviewing this Privacy Policy does not constitute your acceptance of this Privacy Policy unless you make any further use or access of our Services.

**Information We Collect** We collect and store Personal Information that you provide and information that is automatically collected when using this Website. Personal Information is information that can identify you as a specific individual (“Personal Information”). You are responsible for providing accurate and complete information. For example, you might provide us the following information: responses and survey information and/or site registrations, and web portal registration information. Personal data does not include

anonymized aggregate or statistical information from which such identification cannot be reconstituted. If you register or create an online account, participate in our programs, or request one of our other Services, we may collect the following Personal Information: full name; school, business or home address; e-mail address; telephone number; your answers to other similar background information questions; and how you specifically use this Website. Please see below for a more detailed description of the types and circumstances under which we collect Personal Information. We may share the information with our service providers and affiliates to administer the Services; to provide content for the Services; to provide advertising on the Services; and for other purposes. To the extent necessary to provide Services, we also share the information with other third parties to provide advertising on the Services, on other sites and apps, and for other purposes. We may collect information when you upload a project, report, photograph, video or audio file; and information contained in search requests that you submit through our Services. We also collect and store information that is generated automatically as you use our Services. Some examples of this type of information include: your Device's connection to the Internet; your browser or operating system; which pages you visit through our Services and how often; and which advertisements we serve to you and your engagement with them.

In addition, certain Devices and browsers contain unique identifiers that can be used to identify other information about your Device. When you use such a Device or browser to access our Services, your Device and/or your browser may automatically collect and/or transmit your Device's unique identifier, IP address, MAC address, profile information (if you connect through a social network such as Facebook), location information, the make and model of your Device, the wireless provider associated with your Device, and similar information. We may ask you whether we may access and collect your location information even when you are not using the Services, but you may decline this request. If you want to limit the information that is automatically collected while you use our Services or other websites, most web browsers allow you to disable certain functionality or set certain privacy settings. If you choose to disable cookies or turn off other functionality, you may not be able to use or participate in some or all of the features offered through the Services.

## **Logins and Cookies**

FILL websites use "persistent" cookies to manage access to members-only content. Once a visitor has logged in to the website to view content, a browser

cookie is set to manage access to all material the visitor is entitled to view. To ensure that the visitor can travel back and forth from our site to other linked sites, the cookie remains for 24 to 48 hours. During this period, the subscriber need log in only once.

On the Website, a cookie is set on login for the duration of a single user session. This allows membership status and address information to be retrieved from our database and manages the form entry transaction through to completion. Our online system does not ask for, accept or store credit card or financial data in any way.

Our site does track usage, primarily to help us determine which areas and features are most popular among visitors; this helps us to tailor our content to best serve our audience. We do not attempt to link personal profiles to this usage data—that is, although we obtain general information about such things as geographic locations of our users, we do not monitor activity of individual users.

## **Registration Forms (All Types)**

The information provided through these forms is used for the purpose of setting up and servicing registrants or memberships in connection with FILL any of its associated programs, and for the dissemination of membership benefits and FILL information related to products, programs, and services. Members can expect to receive information about our programs and other activities and services at the postal mailing or e-mail address they provide, unless members opt out as provided below. Telephone numbers are only used as necessary to contact members for further information in the process of completing transactions or for providing information on FILL programs, services, and products. Should you wish to have your name excluded from any postal or e-mailings or phone transactions related to FILL programs, products, and services, please [Contact us here](#) or write to FILL, PO Box 4144, Broadlands, VA 20148, USA.

## **Fill-In Forms**

Our websites offer many online forms for those who wish to communicate with FILL or its associated programs for various purposes. Completion of the forms is optional.

## **Children**

This Website is not directed solely at children and we do not knowingly collect Personal Information online from children under the age of 13 unless submitted with permission from a parent, guardian, or other authorized party. If a child provides us with this type of information online, please contact us to have the account deactivated by e-mailing [dbarrett@fill.foundation](mailto:dbarrett@fill.foundation). or by calling us at (631) – 424-2197. Students, over age 13, may register as members on the FILL websites. All information gathered is not used for purposes other than participation in the Services.

## **Links to Third Party Sites**

This Website may contain links to other third-party websites. FILL does not control the privacy policies or practices of these third-party sites. You should review those policies before providing any information. FILL is not responsible for the content or practices of any linked third-party sites, and we provide these links solely for the convenience and information of our visitors.

## **Security**

FILL has established safeguards to help prevent unauthorized access to or misuse of your Personal Information but cannot guarantee that your Personal Information will never be disclosed in a manner inconsistent with this Privacy Policy (for example, as a result of unauthorized acts by third parties that violate applicable law or relevant Web policies).

If you register for a Web account, you will be asked to select a password to help protect your information. These passwords help us verify your identity before granting access or making corrections to any of your Personal Information. You should never disclose your password to anyone. FILL will never ask you for your password in an unsolicited phone call or e-mail. You are responsible for maintaining the secrecy of your passwords and any account information.

## **Do Not Track**

This Website currently does not have a mechanism to recognize the various web browser Do Not Track signals. To learn more about browser tracking signals and Do Not Track please visit <http://www.allaboutdnt.org>.

## **How We Use Information**

We may use the information we collect from you while you are using the Services for any purpose related to the Services and in a variety of other ways, including, for example:

- for the purpose for which the information was submitted;
- to process your registration requests;
- to provide you with services and communications that you have requested;
- to send you email updates and other communications, promotional messages and advertisements that we believe may be of interest to you;
- to customize features and advertising that appear through the Services;
- to deliver our Services' content to you;
- to contact you for customer service purposes;
- to send you administrative notices or notices regarding important changes or additions to our Services;
- to measure Services' traffic;
- to protect the rights of the Services and others or to comply with applicable law; and to improve the features offered via the Services.

## **Governing Law and Jurisdiction**

You agree that any claim, action or proceeding arising out of this Privacy Policy, or your use of this Website, shall be governed by and construed in accordance with the laws of the United States and the Commonwealth of Virginia, without regard to principles of conflict of laws. Any claim, action or proceeding related to this Privacy Policy will be resolved exclusively in the state or federal courts located in the Commonwealth of Virginia and you consent to the jurisdiction of those courts.

## **Special Notice to California Residents**

California Civil Code Section 1798.83, also known as the "Shine The Light" law, permits users who are California residents to request and obtain, from certain businesses, once a year, free of charge, information about the personal information (if any) such businesses disclosed to third parties for direct marketing purposes in the preceding calendar year. If applicable, this

information would include a list of the categories of personal information that was shared and the names and addresses of all third parties with which we shared information in the immediately preceding calendar year. FILL makes no representations as to the applicability of the “Shine the Light” law to FILL; however, if you are a California resident and would like to make such a request, please submit your request in writing to: [dbarrett@fill.foundation](mailto:dbarrett@fill.foundation) and include the phrase “California Privacy Request” in the subject line and provide us with your name, address and e-mail address. We will respond to you within thirty (30) days of receiving such a request.

## **Contact Information**

If you have any questions or concerns about this Website or our Privacy Policy, you may contact us via email at [dbarrett@fill.foundation](mailto:dbarrett@fill.foundation) or write to us at FILL, PO Box 4144, Broadlands, VA 20148, USA.

*This Privacy Policy is effective as of 2/17/2021.*