



**THE ST. LOUIS INTERNATIONAL MENTORING ST. LOUIS**  
**PRIVACY POLICY**

Maintaining the privacy of your Personal Information (defined below) is important to The St. Louis International Mentoring Program (collectively the “**Program**,” “**we**,” “**us**,” or “**our**”). This Privacy Policy (“**Privacy Policy**”) is designed to provide information about how the Program collects, uses, maintains, discloses, and safeguards Personal Information about our members, visitors of our website, our website’s online features, and services that link to this Privacy Policy (collectively, “**Site**”).

For the purposes of this Privacy Policy, the Program is a controller (i.e., responsible party) for the Personal Information practices described in this Privacy Policy. This Privacy Policy does not apply to the extent we process Personal Information in the limited instances where we may act as a service provider (as applicable).

**INFORMATION THE PROGRAM COLLECTS**

“Personal Information” generally refers to any information that can be linked to an identified or identifiable person. The Personal Information that we collect varies depending on the context of our interactions with you. The following provides examples of the types of information that we collect for our purposes and how we use that information.

<b>Context</b>	<b>Types of Information</b>	<b>Primary Purpose for Collection and Use of Data</b>
Contact Information	When you attend an event, become a mentor/mentee, or provide information to us via the Site or by another means, we collect your contact information, such as name, phone number, and email address.	We use this information to communicate with you.
Email Interconnectivity	If you receive an email from us, we use certain tools to capture data related to when you open our message or click on any links or banners it contains.	We use this information to understand how you interact with our communications to you.
Feedback/Support	If you provide us feedback or contact us for support, we will collect your name and e-mail address, as well as any other content that you send to us, in order to reply.	We use this information in order to receive, and act upon, your feedback or issues.
Mailing List	When you sign-up for our newsletter or bulletins to receive updates and news information, or attend one of our events, we collect your email address.	We use this information to share updates and news about the Program with those on our mailing list, including information about our services.
Mobile Devices	We collect information from your mobile device such as unique identifying information broadcast from your device.	We use this information to identify unique visitors and understand how users interact with us on their mobile devices.

Surveys	When you participate in a survey with us, we collect information that you provide through the survey. If the survey is provided by a third-party service provider, the third party's privacy policy applies to the collection, use, and disclosure of your information.	We use this information to understand your opinions and collect information relevant to our organization.
Social Media Information	We may collect certain information related to your social media usage as it relates to us.	We use this information to understand your usage of and interactions with our social media as it relates to us and to generate related content.
Contests	When you participate in sweepstakes or contests, we collect information about you, which includes contact information to notify you if you are selected.	We use this information to operate the sweepstakes and/or contests. In some contexts, we are also required by law to collect information about those that enter into our sweepstakes. By participating, you are automatically enrolled in our mailing lists.
Site Interactions	We use technology to monitor how you access and interact with our Site. This may include which links you click on, or information that you type into our online forms. This may also include information about your device or browser.	We use this information to understand how you interact with our Site to better improve the Site and to understand your preferences and interests in order to select offerings that you might find most useful. We also have an interest in detecting and preventing fraud.
Web Logs	We collect information, including your browser type, operating system, Internet Protocol (IP) address (a number that is automatically assigned to a computer when the Internet is used), domain name, click-activity, referring website, and/or a date/time stamp for visitors.	We use this information to monitor our networks and understand the behavior patterns of visitors to our Site. This allows us to improve our browsing experience.

**HOW THE PROGRAM COLLECTS INFORMATION**

We collect your Personal Information in the following ways:

- **Directly From You**, when you use our Site, become a mentor/mentee or volunteer with us, attend an event, respond to a survey, sign up to receive emails, text messages, and/or postal mailings, or otherwise contact us directly.
- **From Third-Parties**, including from third parties that we have partnered with to provide you the Site or who we collaborate with.
- **Other Sources**, including data analytics providers, data providers, or publicly available sources.

**HOW THE PROGRAM USES INFORMATION**

In addition to the purposes and uses described above, we use information in the following ways:

- To identify you when you visit our Site.
- To provide and improve our services.
- To conduct analytics.
- To respond to inquiries related to support or other requests.
- To send marketing and informational materials including information relating to our services.
- For internal administrative purposes, as well as to manage our relationships with third parties.
- To comply with legal obligations, to establish or exercise our rights, and to defend against a legal claim; and
- To provide and maintain the functionality of our Site, including identifying and repairing errors or problems.

Although the sections above describe our primary purpose in collecting your information, in many situations we have more than one purpose. As a result, our collection and processing of your Personal Information are based in different contexts upon your consent, our need to perform a contract, our obligations under the law, and/or our general interest in conducting our business.

### **HOW THE PROGRAM DISCLOSES INFORMATION TO THIRD PARTIES**

In addition to the specific situations discussed elsewhere in this Privacy Policy, we may disclose information in the following situations:

- **Affiliates and Acquisitions.** We may disclose information to our corporate affiliates (e.g., parent company, sister companies, subsidiaries, joint ventures, or other companies under common control). If another company acquires or plans to acquire, our company, business, or our assets, we will also disclose information to that company, including at the negotiation stage.
- **Other Disclosures with Your Consent.** We may ask if you would like us to disclose your information to other unaffiliated third parties who are not described elsewhere in this Privacy Policy.
- **Other Disclosures without Your Consent.** We may disclose information in response to subpoenas, warrants, or court orders, or in connection with any legal process or to comply with relevant laws. We may also disclose your information in order to establish or exercise our rights, to defend against a legal claim, to investigate, prevent, or take action regarding possible illegal activities, suspected fraud, the safety of person or property, or a violation of our policies.
- **Public.** Our Site may provide the opportunity to post comments or questions in a public forum. If you decide to submit information on these pages, that information may be publically available.
- **Service Providers.** We may disclose your information to service providers. Among other things, service providers may help us to administer our Site, conduct surveys, provide technical support, and process donations.
- **Social Media.** Some of our websites have features such as plugins, widgets, or other tools made available by third parties that may result in information being collected or disclosed between us and the third party. The third party's use of your information is not governed by this Privacy Policy. You may have the right to opt out of our use of these technologies, as further described in this Privacy Policy.

### **COOKIES AND OTHER TRACKING TECHNOLOGIES**

We do not use cookies and similar tracking technologies, including pixel tags or web beacons (collectively “cookies”), to collect information on our Site. If you wish to restrict or block cookies on websites, you can do this through your computer or device's browser settings. However, this may limit your ability to take advantage of some features on websites.

#### **Opt-Out Signals**

We do not currently respond to web browser opt-out preference signals (e.g. “Do Not Track”) that provide a method for Site users to opt out of the collection of online activity information over time and across third-party websites.

## **YOUR CHOICES**

You may be able to make the following choices regarding your Personal Information:

1. **Emails.** You may choose to provide us with your email address for the purpose of allowing us to send free newsletters and bulletins, event information, surveys, and other news and information materials to you. You can stop receiving emails by following the unsubscribe instructions in emails that you receive. If you decide not to receive emails, we may still send you service-related communications.

Please address requests and questions about your choices to the information detailed in the “Contact Information” section of this Privacy Policy.

## **SECURITY**

We take commercially reasonable steps to protect your Personal Information from loss, misuse, and unauthorized access, disclosure, alteration, or destruction. Please understand, however, that no security system is impenetrable. We cannot guarantee the security of our databases, nor can we guarantee that the information you supply will not be intercepted while being transmitted to and from us over the internet. In the event of a breach that we are required by law to inform you of, we may notify you electronically, in writing, or by telephone, if permitted to do so by law.

## **DATA RETENTION**

We retain information about you and your use of our Site for as long as is needed to fulfill our legitimate business purposes outlined in this Privacy Policy. The specific periods for which we keep information about you vary depending on the nature of the information, why we need it, and whether the Personal Information is de-identified. We also consider the minimum necessary retention period prescribed by applicable laws, recommended by industry standards, and stated in contracts and other legal obligations.

## **CHILDREN’S PRIVACY**

Our Site and services are not intended for persons under 18 years of age. We do not knowingly collect or sell the personal information of minors under 18 years of age. If we learn that we have collected personal information from persons under 18 through our Site, we will take appropriate steps to delete this information.

## **THIRD PARTIES AND LINKS TO OTHER WEBSITES**

Our Site may contain links to websites, content, or services owned or operated by third parties. Please note, we have no control over the privacy practices of websites or services that we do not own. We encourage you to review the privacy policies of any third-party website or application for details about what information is collected and how it is used and/or disclosed. The Program assumes no liability for how third parties may collect and/or use your Personal Information.

## **CHANGES TO THIS PRIVACY POLICY**

We may update this Privacy Policy from time to time to reflect changes to our practices, technology, legal requirements, and other factors. When changes are made to this Privacy Policy, they will become effective immediately upon posting. We encourage you to review this Privacy Policy periodically for the latest information on our information processing practices. To the extent that our Privacy Policy changes in a material way, the Privacy Policy that was in place at the time that you submitted Personal Information to us will generally govern that information.

## RETURNS

For a returned donation and refunds, please reach out directly to Laura Wilson, Executive Director at [laura@mentorprogramstl.org](mailto:laura@mentorprogramstl.org) and 636.368.7106.

## REFUNDS

Please allow at least 5 business days from the receipt of your item to process your return. Refunds may take 1-2 billing cycles to appear on your credit card statement, depending on your credit card company. We will notify you by email when your return has been processed.

## QUESTIONS

If you have any questions concerning our return policy, please contact us at [Laura@mentorprogramstl.org](mailto:Laura@mentorprogramstl.org) or at 636.368.7106.

## **CONTACT INFORMATION**

If you have questions regarding the Privacy Policy, please contact the Program at  
Email: [mentorprogramstl@gmail.com](mailto:mentorprogramstl@gmail.com)

This Privacy Policy includes an “effective” and “last updated” date. The effective date refers to the date that the current version took effect. The last updated date refers to the date that the current version was last substantively modified.

Effective Date: 12/6/23

Last Updated Date: 12/6/23

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