

## Official Policy

### **Confidentiality is a Hallmark of Professionalism.**

Philabundance, a 501(c)(3) corporation, is dedicated to relieving hunger today and ending hunger for good. Philabundance is committed to using reasonable commercial efforts to avoid disclosure of information which is confidential, privileged or nonpublic other than in accordance with this privacy policy.

### **What is Personal Information?**

This Privacy Policy is applicable to all users (“Users”) of the Philabundance website found at [www.philabundance.org](http://www.philabundance.org) (the “Website”), as well as other websites developed by Philabundance now or in the future (“Philabundance Sites”) and Philabundance web pages on third party sites such as Facebook and LinkedIn (“Third Party Sites,” and together with the Website, and the Philabundance Sites, the “Sites”) and all Users of the Sites who provide personal identifiable information (“personal information”). When this Privacy Policy uses the term “personal information,” we mean information that identifies a particular individual, such as the individual's full or partial name, postal address, email address and telephone numbers. Some jurisdictions may call personal identifiable information "personal data" or "personally identifying information," and may include opinions about or related to a User within the definition of personal information.

### **What Is the Scope of Our Privacy Policy?**

This Privacy Policy addresses our policies and procedures relating to the collection, use, disclosure, and protection of personal information. This Privacy Policy is intended to assist you in understanding Philabundance's policies and procedures relating to our management of personal information and is applicable to Philabundance, its successors and assigns, and any affiliates of Philabundance. This Privacy Policy is applicable to the personal information of all Users of the Sites and personal information you provide to us through other means. Please note that each Third Party Site has its own privacy policy that is not affected by this Privacy Policy governing our Website.

### **Information Collection, Use, and Sharing**

In order to make your experience on the Sites the best it can be, we may need to collect certain personal information that is voluntarily provided by you when you explore the Sites, make a donation, submit comments to the Sites, or communicate with us by mail, telephone or electronically. For the 12-month period prior to the date of this Privacy Policy, we explain here what categories of personal information we have collected, where we got it from, why it is needed, and with whom we shared it:

| <b>Category of Personal Information Collected</b> | <b>Source of Information</b> | <b>Purpose for Collection</b>       | <b>Categories of Recipients</b>                    |
|---|------------------------------|-------------------------------------|--|
| <b>Contact information:</b><br>such as your name, | From you                     | To provide and deliver information, | Our service providers who administer our community |

| <b>Category of Personal Information Collected</b>  | <b>Source of Information</b> | <b>Purpose for Collection</b>  | <b>Categories of Recipients</b>  |
|--|------------------------------|--|--|
| <p>address, email address, telephone numbers, or other contact information; and, for children, the name, mailing address and/or email address of a parent or legal guardian.</p>     |                              | <p>products or services you have requested, including processing your payment or donation, to provide information we think may be of interest to you, to send you information related to our services, including confirmations, invoices, technical notices, updates, security alerts, and support and administrative messages, to communicate with you about upcoming events, and other news about services offered by Philabundance and our selected partners, to determine your eligibility for our services, and to manage and administer our community features and member programs and services.</p> | <p>features and member programs and services, and selected partners and affiliates that we believe may have offers or be of interest to you.</p> |
| <p><b>Information you provide about a third party:</b> if you send someone else a communication from the Sites, we may collect information such as that person's name, telephone</p> | <p>From you</p>              | <p>To deliver to or communicate with the person at the address which you have requested.</p>   | <p>Our service providers and our co-marketing partners.</p>  |

| Category of Personal Information Collected  | Source of Information  | Purpose for Collection  | Categories of Recipients  |
|---|--|---|---|
| number, email, and/or shipping address.   |  |   |   |
| <b>Legal information:</b> the payment card you want to use, payment card refusals, suspected crimes, complaints and/or claims, and fraud checks or flags raised about your transactions.  | From you, the police, crime and fraud prevention agencies, payment card providers, the public, regulators, and your and our professional advisors and representatives.                             | To protect you and our business against criminal activities and risks, and to make sure we understand and can meet our legal obligations to you and others and can defend ourselves.  | Our service providers who help us with fraud protection and credit risk reduction, law enforcement and/or other governmental authorities in accordance with applicable law. |
| <b>Preference information:</b> your account settings including any default preferences, any preferences you have indicated, the types of services/offers that interest you, the areas of our Sites that you visit, or complaints you may have about the Sites and any of their content and offerings. | From you, from our website technology interaction with your browser/devices and other similar technologies tracking the pages you visit, the marketing messages you open and the links you follow. | To properly investigate and respond to any complaints, questions or concerns you may have about our Sites, to enhance your online experience and make the Sites more interesting and useful to you, to manage content delivery, to recognize you and welcome you to the Sites, to provide you with information or services we think may be of interest to you, and for various other purposes related to our foundation. We use this information to understand which areas of our Sites are most appealing or least appealing, or to deliver content that is specific to your | Our third party vendors and other service providers that perform website analytic services for us.  |

| Category of Personal Information Collected  | Source of Information                                 | Purpose for Collection   | Categories of Recipients   |
|---|---|--|--|
|   |   | country or area of residence.  |  |
| <b>Demographic information:</b> such as your gender, date of birth, number of children, political and/or religious affiliations, and personal interests.          | From you  | To make the Sites more interesting and useful to you, to provide services we think may be of interest to you, through other third party sites or applications, to understand which areas of our Sites are most appealing or least appealing, and for various other purposes related to our foundation. | Our third party vendors and other service providers that perform website analytic services for us. |
| <b>Communications:</b> communications we have with you.   | From you  | To handle your requests, and to contact you when necessary or requested, including to respond to your comments and questions and provide customer service.   | Our service providers who assist us with customer service.   |
| <b>Voluntary information:</b> any voluntary information you provide us with, such as responses to surveys or fundraising events and social media account details. | From you and your social media account provider.      | To better understand you and to serve you better through more detailed information, enhanced customer service and directed Philabundance promotional efforts of particular interest, learn and improve from your survey feedback, and/or organize events.  | Our service providers who administer surveys and promotions and our partners.                      |
| <b>Personalization:</b> your journey online and how you use our Sites, and whether and when you   | From you, from our Site technology's interaction with | To make the Sites more interesting and useful to you, to improve services,   | Our third party vendors and other service providers that perform                                   |

| <b>Category of Personal Information Collected</b>   | <b>Source of Information</b>  | <b>Purpose for Collection</b>  | <b>Categories of Recipients</b>   |
|---|---|--|---|
| open our emails and respond to our communications.  | your browser or devices tracking the pages you visit.                     | customer service, and customer experience.   | website analytic services for us.   |
| <b>Device information:</b><br>IP address, internet provider, operating system and browser used, type of device, such as laptop or smart phone, and/or device settings and other device details, such as MAC address and geolocation, if you permit it to obtain your precise geolocation. | From you and from our website's interaction with your browser or devices. | To collect information regarding the frequency with which you visit various parts of our Sites, to make sure our Sites work properly with your device and make sure you can see and use our intended website on the device you are using, for analytical and demographic purposes, and to provide offers that may be of interest to you. We also will use this information to protect the security or integrity of the Sites and our business, such as by protecting against and preventing fraud, unauthorized transactions, and managing risk exposure, including by identifying potential hackers and other unauthorized users. We may combine IP addresses with personally identifiable information. | Our service providers who help us with fraud protection, and third party vendors and other service providers that perform website analytic services for us. |
| <b>Information automatically collected from your</b>  | From you and from our website's   | We will use this information in an aggregated non-   | Our third party vendors and other service providers that perform  |

| Category of Personal Information Collected   | Source of Information                            | Purpose for Collection  | Categories of Recipients                 |
|--|--|---|--|
| <p><b>browser:</b> when you use the Sites, some data is automatically transferred from your browser to our server, including your browser type, operating system type or mobile device model, viewed webpages, links that are clicked, IP address, mobile device identifier or other unique identifier, sites or apps visited before coming to our Sites, the amount of time you spend viewing or using the Sites, the number of times you return, or other click-stream or site usage data, and emails we send that you open, forward, or click through to our Sites.</p> | <p>interaction with your browser or devices.</p> | <p>specific format for analytical and demographic purposes. We also will use this information to protect the security or integrity of the Sites and our business, such as by protecting against and preventing fraud, unauthorized transactions, and managing risk exposure, including by identifying potential hackers and other unauthorized users.</p> | <p>website analytic services for us.</p> |

In addition, Philabundance will periodically send electronic communications in newsletter format or another format to our constituents, which include food donors, financial donors, volunteers, and other business contacts. Typically, these communications include information regarding reporting on the impact of donations, funded program information and results, news and events, as well as other pertinent information we think should be reported to our constituents. Recipients retain the option to opt-out of these communications at any point in time.

Philabundance partners with Jersey Cares, a nonprofit organization that engages and recruits volunteers, to facilitate and promote fundraising events. Philabundance may share certain personal information it collects to facilitate fundraising events with Jersey Cares, including volunteers' names, email addresses and fundraising event history. We will not share your information with any third party outside of our organization other than affiliates, contractors, advisors, service providers or in our reasonable discretion to investigate or prevent fraud, illegal activity or misuse of our web site. This information is used solely by Philabundance or Jersey Cares or other parties to the transaction for the purpose of executing the transaction, to improve your experience with us, and for the internal business purposes of Philabundance or Jersey Cares.

Philabundance is the sole owner of the information collected. Philabundance or Jersey Cares will not sell or rent this information to anyone.

In addition to the sharing of your personal information as described above, we also may disclose personal information we collect as follows:

### **For Our Donors**

Philabundance is committed to respecting the privacy of all our donors, both financial and in-kind, whether the donation is made online, by mail, widget, application or any other method online and offline. Philabundance partners with a firm that assists nonprofits with fundraising efforts, to process and fulfill donations. Philabundance and this firm may collect certain personal information, including but not limited to contact information, payment information, donor history, donor choice information, and fundraising event history in connection with fundraising events. For example, personally identifiable information may be collected in order to record a stated desire to donate online to Philabundance via a direct gift or through a company sponsored campaign. This information is used solely to process and fulfill donations, improve your experience with us, fulfill the internal business purposes of Philabundance, prevent fraud, and comply with the law.

We may verify with third parties the information collected in the course of processing a gift, event registration, or other donation. If you use a credit or debit card on the website, we may use card authorization and fraud screening services to verify that your card information and address matches the information that you supplied to us and that the card being used has not been reported lost or stolen.

Philabundance and this firm will not sell or trade our donors' personally identifiable information with any other entity. In addition, we will not send mailings to our donors on behalf of other organizations, third party fundraising or marketing purposes. Philabundance may share donors' names, addresses and donor histories with selected partners we believe engage in activities that are not inconsistent with the mission and core beliefs of Philabundance and may be of interest to you. Donors have the right to opt out of having their personal information shared by contacting Philabundance at the below address or by phoning us at (215) 339-0900 or emailing [giving@philabundance.org](mailto:giving@philabundance.org).

### **To a Third Party in the Event of a Significant Transaction or Other Event**

In the case of any significant transaction or event involving Philabundance or any of its affiliated entities such as, by way of example, a sale, merger, amalgamation, financing, re-organization, liquidation, or insolvency, other parties to the transaction and their professional advisors may need to have access to Philabundance's various databases as part of the due diligence process. In this event, Philabundance would only provide such access under terms of a strict confidentiality agreement. Upon completion of the transaction or event, your personal information would be transferred to Philabundance's successor-in-interest.

## **To Third Parties in the Event of Legal Reasons**

We advise you that we may disclose personal information to the government or other legal or regulatory authorities (i) if so ordered by a court of law, or (ii) for other legal reasons, such as (a) to comply with legal process such as a search warrant, subpoena or court order; (b) to protect Philabundance's rights and property; (c) to investigate reports of fraud or of Users sending material using a false email address or Users sending harassing, threatening, or abusive messages; (d) to protect against misuse or unauthorized use of our Website; or (e) in emergencies, such as when we believe someone's physical safety is at risk. In some cases, disclosure to third parties may be required by law to be without notice to you.

## **You May Disclose Personal Information on the Philabundance Sites**

Philabundance provides several opportunities on our Website and on Third Party Sites to disclose personal information in connection with your use of other Services provided by Philabundance. Our Sites may offer message boards, conversation pages, profile pages, blogs, fundraising pages, public forums and other features. Your use of these features and your disclosure of personal information with respect to these features is completely voluntary; however, if you provide personal information when you use any of these features, that personal information may be publicly posted and otherwise disclosed without limitation as to its use by a third party.

## **Your Access to and Control Over Information**

You are given the opportunity to "opt-out" of having your personally identifiable data used for communication purposes. To access your data, you can do the following at any time:

Change/correct any data we have about you.

"Opt-out" of having your personally identifiable data used for communication purposes.

Express any concern you have about our use of your data.

If at any time you would like to update, correct or delete your information, you can simply contact us directly to change your information. You may also select to opt-out to receive any future communications from us on any of our e-mail communications, registration or pledge forms or by contacting us directly using the contact information provided at the bottom of this page.

## **Where is my Personal Information Located?**

Your personal information may be stored and processed in servers, including those of our authorized third parties, currently located in the United States. These servers shall always be subject to the safeguards described in this Privacy Policy to protect against unauthorized collection, use or disclosure, and you shall be able to access the personal information stored in such servers in accordance with this Privacy Policy.

## **Non-Personal Information**

Non-personal or aggregated information is information that cannot be associated with or traced back to a specific person. When Users browse our Sites, for example, we may gather information about the number of Users who are viewing each page so that we can learn what features generate the most interest. We may disclose anonymous, aggregated information about our Sites to third parties.

## **Links**

This web site contains links to other web sites, which are not operated or monitored by Philabundance. Philabundance is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by Philabundance of the website or content linked to. PHILABUNDANCE ASSUMES NO RESPONSIBILITY FOR ANY MATERIAL OUTSIDE OF THE WEBSITE OPERATED BY PHILABUNDANCE AND ITS AFFILIATES, INCLUDING ANY WEBSITE WHICH MAY BE ACCESSED THROUGH A LINK ON A PHILABUNDANCE-OPERATED SITE. Unless otherwise indicated at a Philabundance-operated Site, Philabundance is not sponsored by or affiliated with the linked website, and trademarks used in connection with linked websites are not trademarks of Philabundance. Philabundance specifically disclaims responsibility for any inadvertent viewing by a minor of any material intended for adults on a website accessed through use of a linked website. If you click on a link for Facebook, Twitter or any other third-party website, you should know that our Privacy Policy will not apply on those sites. We encourage you to review the privacy policies of web sites or affiliate Programs before providing them with any of your personally identifiable data.

## **Security**

Philabundance has implemented physical, electronic and administrative measures to protect your information from error, loss, misuse and unauthorized access, disclosure, alteration and destruction. For example, we use encryption, passwords and firewalls to safeguard the confidentiality of your personal information contained on our computer systems. In addition, our employees and any third parties we use are contractually bound to protect the confidentiality of your information and access is restricted to those with a need to know the information to carry out the identified purpose. From time to time, we review our security procedures to protect our Users' personal information in order to consider appropriate new technology and methods; however, despite our efforts, no security measures are perfect or impenetrable. In this regard, we urge you to take every precaution to protect your personal data while you are on the Internet. PHILABUNDANCE MAKES NO WARRANTIES AS TO THE SECURITY OF YOUR DATA COMMUNICATIONS, OR THAT THIRD PARTIES WILL NOT GAIN UNAUTHORIZED ACCESS TO OR MONITOR YOUR COMPUTER(S) OR ONLINE COMMUNICATIONS. YOU AGREE THAT PHILABUNDANCE WILL NOT BE LIABLE FOR ANY SUCH ACCESS.

## **Acceptance of Privacy Policy**

By using this web site ([www.philabundancevolunteers.org](http://www.philabundancevolunteers.org)), you indicate your acceptance of this Privacy Policy. If you do not agree to this policy, please do not use the Sites. If you have any concerns about our privacy policy, please contact us at (215) 339-0900 or email [giving@philabundance.org](mailto:giving@philabundance.org). We reserve the right to amend this Privacy Policy at our discretion and at any time. If, at some point in the future, there is a material change to our information usage practices that affects your personal information, you will be notified of such change by a conspicuous posting on the Website. Your continued interaction with Philabundance following the posting of changes constitutes your acceptance of such changes, subject to your continuing right to notify us at any time as to how you would like us to treat your personal information.

By agreeing to these Terms and Conditions you acknowledge that when responding to an opportunity that is sponsored by Philabundance or one of its community partners, your registration information will be shared with community partners for the purposes of facilitating and coordinating volunteer placement and for the purpose of reporting volunteer impact data back to the community.

This Privacy Policy was last updated October \_\_, 2021.

## **Users Outside of the United States**

Our computer systems and some of the computer systems of our third party service providers are currently based in the United States, so your personal data will be processed by us in the United States where data protection and privacy regulations may not offer the same level of protection as in other parts of the world, such as the European Union. As a visitor from outside the United States, by using the Site you agree to this Privacy Policy and you consent to the transfer of all such information to the United States, which may not offer an equivalent level of protection of that required in the European Union or certain other countries, and to the processing of that information as described in this Privacy Policy.

## **Do Not Track**

Do Not Track (DNT) is a privacy preference that users can set in some web browsers, allowing users to opt out of tracking by websites and online services. At the present time, the World Wide Web Consortium (W3C) has not yet established universal standards for recognizable DNT signals and therefore, Philabundance does not recognize DNT.

## **Children's Privacy**

Philabundance complies with the Children's Online Privacy Protection Act of 1998 (as amended, "COPPA"), which prohibits collecting personal information from children under the age of 13 without verifiable parental consent. If it comes to our attention that we have unknowingly collected information from a child under the age of 13, we will take all reasonable measures to delete it as soon as possible and will not use such information for any purpose (except where necessary to protect the safety of the child or others as required or allowed by law). If you

become aware of any personally identifiable information we have collected from children under 13, please call us at (215) 339-0900 or email us at [giving@philabundance.org](mailto:giving@philabundance.org).

Types of personal information collected: Under COPPA, “personal information” is defined as individually identifiable information, such as a first and last name; a home or other physical address, including street name and city or town; an e-mail address; a telephone number; a Social Security number; or persistent identifiers such as customer or processor serial numbers held in a cookie, where the identifier is associated with individually identifiable information. We collect and use only as much information about a child as necessary for the activity, and do not condition participation in any online activity on the disclosure of more personal information than is reasonably necessary.

Use of personal information: We use the information we collect from children only for internal business purposes and for the child to participate on the Sites. We contact children by e-mail only in response to their requests for information or assistance. If, however, a child voluntarily discloses personal information, such as a name or e-mail address, on bulletin boards or in chat areas that are accessible to other Users, then such information could be collected and disclosed by others. Philabundance cannot take any responsibility for such collection or disclosure.

Involvement of parents: In accordance with the provisions of COPPA, we will notify parents when collecting personal information from children, and will seek parental consent before collecting, using, or disclosing certain personal information from children. Parents may review and have deleted their child's personal information, and may refuse to permit further collection or use of their child's information by contacting the Philabundance representatives listed herein. Please note that, while we make reasonable efforts to comply with such requests, deletion of your personal information does not ensure complete and comprehensive removal of that data from all systems. Parents may consent to our collection and use of their child's personal information without consenting to the disclosure of that information to others. Parents and legal guardians may contact Philabundance as follows:

Attention: Development  
Philabundance  
3616 S. Galloway St.  
Philadelphia, PA 19148  
[giving@philabundance.org](mailto:giving@philabundance.org)  
Phone: (215) 339-0900

### **Questions, Comments or Accessing or Updating Your Personal Information**

If you have any questions or concerns about Philabundance's Privacy Policy, would like to advise us how you would like your personal information not to be used or disclosed, or would like to access or update your personal information, please send us an email at [giving@philabundance.org](mailto:giving@philabundance.org). You can also write to us at Philabundance, 3616 S. Galloway St. Philadelphia, PA 19148.

Please note that certain information is required by Philabundance to process and fulfill any donations that you may place through the Sites, and if you withdraw your consent to the collection, use or disclosure of your personal information for these purposes, then Philabundance will not be able to fulfill or process donations.