

GLENSTONE FOUNDATION

Privacy Policy

EFFECTIVE DATE July 16, 2020

In this Privacy Policy (“Policy”), we describe how the Glenstone Foundation (“Glenstone”) collects, uses, and discloses information that we obtain about visitors to our website www.glenstone.org (the “Site”) and the services available through our Site (collectively, the “Services”).

By visiting the Site, or using any of our Services, you agree that your personal information will be handled as described in this Policy. Your use of our Site or Services, and any dispute over privacy, is subject to this Policy and our Terms of Service, including its applicable limitations on damages and the provisions on the resolution of disputes. The Glenstone [Terms of Service](#) are incorporated by reference into this Policy.

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The Information We Collect About You

We collect information about you directly from you and from other persons, and automatically through your use of our Site or Services.

Information You Provide Directly To Us. The information we collect from you depends on how you use our Services, and includes the following information and circumstances:

- **Subscribe to Our Newsletter:** we collect your email address.
- **Request Press or Images:** if you would like to request press or images, or if you are a member of the press looking to request tickets, we will collect your contact information such as your name and email address and other information that we need to process your ticket or other request. We also

request additional optional information such as your telephone number, and, if applicable, your media outlet.

- **Scheduling a Visit:** we collect your contact information, including your name, email address and telephone number, and, if you are an educator, the school that you represent. Please note that you will be directed to a service provider to enter your request.
- **Register for an Event:** we collect your contact information and the event for which you seek to register. Please note that you will be directed to a service provider to enter your request.
- **Customer Service:** we collect any information that you provide to us, which may include your name, contact information, and reason for contacting us.
- **Apply for an Open Position with Us:** When you apply for a position through the Careers section of our Site, we request information required to process your application such as your name, contact information, education and professional history. We also request information such as demographic information, which you are not required to provide.

Information We Collect Automatically. We and our service providers automatically collect information about your use of our Site through cookies, web beacons, and other technologies, including the following:

- your browser type and operating system;
- your IP address;
- web pages you view on the Site;
- links you click on the Site;
- the length of time you visit our Site and/or use our Services;
- geolocation information;
- API call logs; and
- the referring URL, or the webpage that led you to our Site.

We may, but do not typically, combine this information with other information we collect about you, including your personal information. If you are a member of the press who has requested to download images from our Site, we will use information that we collect automatically to recognize your browser and allow you to download images at the time you place the request and in the future. Please see the section “Cookies and Other Tracking Mechanisms” below for more information

How We Use Your Information

We use your information, including your personal information, for the following purposes:

- To provide our Services to you.
- To communicate with you about your use of our Services, to respond to your inquiries, and for other customer service purposes (including confirming an upcoming visit).

- To tailor the content and information that we may send to you, and personalized help and instructions, and to otherwise personalize your experiences while using the Services.
- To communicate with you via email about upcoming events and items that might be of interest to you.
- To send you news and newsletters.
- To better understand how users access and use our Services, both on an aggregated and individualized basis. For example, we will evaluate which features of our Site are most (or least) used by users.
- For research and analytics purposes. For example, we use an unaffiliated service provider to help us run analytics on the information we collect, through cookies or otherwise, about the members of the press who have registered for images or submitted a media inquiry on our Site. We also use unaffiliated service providers to help us manage our contacts databases and send information to those contacts.
- To administer surveys and questionnaires, such as for market research or member satisfaction purposes.
- To comply with legal obligations and requests from government authorities, as part of our general business operations, and for other business administration purposes.
- Where we believe necessary to investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person or violations of our Terms of Service or this Policy.

How We Share Your Information

We may share your information, including personal information, as follows:

- ***Service Providers.*** We disclose the information we collect from you to service providers who perform functions on our behalf. These service providers include companies that offer database management solutions that we use to manage our contacts lists, and to send information, such as our newsletter, to subscribers, press and other contacts; ticketing services providers, which operate the ticket booking features that you access through our Site; and service providers who help us host and operate our Site, including the Careers section of our Site. We also use service providers to help us run analytics on the data that we have collected about visitors to our Site.
- ***Affiliates.*** We disclose the information we collect from you to our affiliates or subsidiaries.

We also disclose information in the following circumstances:

- ***Business Transfers.*** If (i) we or our affiliates are or may be acquired by, merged with, or invested in by another company, or (ii) if any of our assets are or may be transferred to another company, whether as part of a bankruptcy or insolvency proceeding or otherwise, we may transfer the information we have collected from you to the other company. As part of the business transfer process, we may share certain of your personal information with lenders, auditors, and advisors, including attorneys and consultants.
- ***In Response to Legal Process or Requests from Government Authorities.*** We disclose your information to comply with the law, a judicial proceeding, court order, or other legal process, such as in response to a court order or a subpoena. We will also disclose information to government authorities who make requests about our visitors and other users of our Services for health and safety reasons, including evolving concerns related to public health. In response to such a request, we will disclose

information we have collected from individuals who schedule visits, including the name, email address, and telephone number provided as well as the scheduled day and time of the visit.

- ***To Protect Us and Others.*** We disclose your information when we believe it is appropriate to do so to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person, violations of our Terms of Service or this Policy, or as evidence in litigation in which we are involved.
- ***Aggregate and De-Identified Information.*** We share aggregate, anonymized, or de-identified information about users with unaffiliated entities and other persons for marketing, advertising, research or similar purposes.

Our Use of Cookies and Other Tracking Mechanisms

We and our service providers use cookies and other tracking mechanisms to track information about your use of our Site and Services. We may combine this information with other personal information we collect from you (and our service providers may do so on our behalf).

Cookies. Cookies are alphanumeric identifiers that we transfer to your device's hard drive through your web browser for record-keeping purposes. Some cookies allow us to make it easier for you to navigate our Site and Services, while others are used to enable a faster log-in process or to allow us to track your activities at our Site and Service. There are two types of cookies: session and persistent cookies.

- **Session Cookies.** Session cookies exist only during an online session. They disappear from your device when you close your browser or turn off your device. We use session cookies to allow our systems to uniquely identify you during a session or while you are logged into the Site and Services. This allows us to process your online transactions and requests and verify your identity, after you have logged in, as you move through our Site and Services.
- **Persistent Cookies.** Persistent cookies remain on your device after you have closed your browser or turned off your device. We use persistent cookies to track aggregate and statistical information about user activity.

Disabling Cookies. Most web browsers automatically accept cookies, but if you prefer, you can edit your browser options to block them in the future. The Help portion of the toolbar on most browsers will tell you how to prevent your computer from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. Visitors to our Site and Services who disable cookies will be able to browse certain areas of the Site, but some features may not function.

Analytics. We use automated devices and applications, such as Google Analytics, to evaluate usage of our Site and Services. We also may use other analytic means to evaluate our Site and Services. We use these tools to help us improve our Site's performance and user experiences. The entities operating these tools may use cookies and other tracking technologies, such as web beacons or local storage objects (LSOs), to perform their services. To learn more about Google's privacy practices, please review the Google Privacy Policy at <https://www.google.com/policies/privacy/>. You can also download the Google Analytics Opt-out Browser Add-on to prevent your data from being used by Google Analytics at <https://tools.google.com/dlpage/gaoptout>.

Do-Not-Track. Currently, our systems do not recognize browser "do-not-track" requests. You may, however, disable certain tracking as discussed in this section (e.g., by disabling cookies).

Links to Other Websites

Our Site and Services may contain links to other websites. Any access to and use of such linked websites is not governed by this Policy, but instead is governed by the privacy policies of those websites. We are not responsible for the information practices of such websites.

Security of My Personal Information

We have implemented reasonable precautions to protect the information we collect from loss, misuse, and unauthorized access, disclosure, alteration, and destruction. Please be aware that despite our best efforts, no data security measures can guarantee security.

You should take steps to protect against unauthorized access to your password, phone, and computer by, among other things, signing off after using a shared computer, choosing a robust password that nobody else knows or can easily guess, and keeping your log-in and password private. We are not responsible for any lost, stolen, or compromised passwords or for any activity on your account via unauthorized password activity.

Access To My Personal Information

You may modify personal information that you have submitted by calling us using the information below and requesting that we update your information in our database. Please note that copies of information that you have updated, modified or deleted may remain viewable in cached and archived pages of the Site for a period of time.

What Choices Do I Have Regarding Use of My Personal Information?

We may send periodic promotional emails to you. You may opt-out of promotional emails by following the opt-out instructions contained in the email. Please note that it may take up to 10 business days for us to process opt-out requests. If you opt-out of receiving promotional emails, we may still send you emails about your account or any services you have requested or received from us.

Children Under 13

Our Services are not designed for children under 13. If we discover that a child under 13 has provided us with personal information, we will delete such information from our systems.

Contact Us

If you have questions about the privacy aspects of our Services or would like to make a complaint, please contact us at:

info@glenstone.org

+1 (301) 983-5001

12100 Glen Road Potomac, Maryland 20854

Changes to this Policy

This Policy is current as of the Effective Date set forth above. We may change this Policy from time to time, so please be sure to check back periodically. We will post any changes to this Policy on our Site. If we make any changes to this Policy that materially affect our practices with regard to the personal information we have previously collected from you, we will endeavor to provide you with notice in advance of such change by highlighting the change on our Site.