

# Mortar Board Privacy Policy

(Adopted by the National Council July 25, 2002 and by the National Foundation July 28, 2002)



## We respect your privacy

Mortar Board, Inc. (hereinafter “Mortar Board,” “we”, or “us”) is committed to protecting its members’ privacy. Mortar Board has created this privacy policy to protect the privacy of the members and the privacy of visitors using the Mortar Board Web pages (the “Site”).

## What information does Mortar Board collect?

We collect only the information we need to serve you and administer our business. Mortar Board does not collect information that identifies you personally (“Personal Information”) unless you voluntarily provide it to Mortar Board to enable us to provide you with requested services and information. We collect, process and use Personal Information for performing the services you request, as well as to raise revenue to establish additional fellowships for students and to support local chapters’ programs.

When you agree to membership, you agree to give Mortar Board your contact information. We ask members for their full legal name, permanent home address, telephone number and e-mail. We also collect the initiation date of the member, chapter officer designation (if applicable), gender and date of graduation from the initiating chapter. You may voluntarily contribute to the Foundation or receive a Mortar Board Fellowship and that information is recorded. If you are a delegate to the National Conference, that is recorded. If you wish to be part of the Career Network, the job title and company of employment is recorded.

You also may encounter surveys and other features on the Web site that ask you to provide Mortar Board with non-personal information to help Mortar Board improve the services that we provide to you.

## How is my information used?

Personal Information is required from you in order for you to receive certain information from Mortar Board.

When you join Mortar Board, you consent to giving your non-personal and Personal Information, which may be shared with our partners (“Participating Companies.”) Participating Companies are companies that have entered into agreements with Mortar Board in return for the right to use Mortar Board’s name, insignia and access the personal information of members. Mortar Board does not sell its membership list. Mortar Board will share your Personal Information with a Participating Company unless you state in writing that you do not consent. A Participating Company may then contact you using the information that we supply. Mortar Board encourages you to consent to this because it will help ensure that the organization will be able to increase the number of fellowships

and give the local Mortar Board chapters the ability to access additional funds.

The information from the Demographic Survey of new members may be used to contact a member when necessary. We may, from time to time, use anonymous data and data from surveys to compile statistics for review and promotion of Mortar Board.

Mortar Board may disclose personal information if required to do so by law or in the good faith belief that such action is necessary to: a) conform to the edicts of the law or comply with legal process served on Mortar Board or the Site; b) protect and defend the rights or property of Mortar Board, the Site, or the members of Mortar Board; and c) act under exigent circumstances to protect the interests of members of Mortar Board or the public.

## What other ways can my information be collected and used?

The Site offers links to Participating Companies’ Web sites. When you click on these links, you will be transferred to a Participating Company’s Web site. Mortar Board has no control over the privacy policies or information that these sites may request of you. Mortar Board is not and cannot be held responsible for the privacy practices or content of these sites. You will need to contact Participating Companies or third parties separately to unsubscribe from their services.

Linking to Participating Companies may place cookies on your computer. These companies and businesses may use non-personal information (not including your name, address, e-mail address or telephone number) about your visits to this Site and other Web sites in order to provide advertisements. We do not have access to these cookies or any information that they may contain.

## How is my information protected?

While we cannot guarantee that loss, misuse or alteration of data will not occur, we take many precautions to prevent such events. Your Personal Information is stored in a Mortar Board secure operating environment not available to the public. Mortar Board employs encryption methods and protection via The Ohio State University secured server to protect your Personal Information. We also limit access of Personal Information to Mortar Board employees who need the Personal Information to perform their jobs at Mortar Board.

## Can I opt out?

Mortar Board allows members to inform us via written communication what they do not wish to receive. Members who choose not to receive any notices will still remain in the database, but will not receive further information from Mortar Board or

any Participating Companies.

## How do I update my information?

Mortar Board allows you to update your information by going to the online Alumni Address Verification Form or by e-mailing, calling or writing the National Office.

## What if I have a question?

If you have any questions about this privacy statement, the practices of this Site, or your interaction with Mortar Board, please e-mail the National Office at mortar-board@osu.edu or call (800) 989-6266.