

## **California Scottish Rite Foundation Privacy Policy**

This Privacy Policy is effective **September 1, 2017**.

The California Scottish Rite Foundation (“CSRF,” “we,” “us”) knows that you care how Personal Information about you is collected, used, shared and stored. “**Personal Information**” means information which personally identifies you or another.

This Privacy Policy explains what Personal Information is collected, used, shared and stored by CSRF and how you can control the collection, correction and/or deletion of Personal Information. Your disclosure of your Personal Information is your written affirmative consent for us to use your Personal Information in accordance with this Privacy Policy.

This Privacy Policy should be read along with our Terms of Use which are posted on our Website and incorporated into this Privacy Policy by reference. Capitalized terms, if not defined in this Privacy Policy, are defined in the Terms of Use.

If you have questions or complaints regarding our privacy policy or practices, please contact us at: **privacyofficer@casrf.org** or at **2100 N. Broadway, Suite 350 Santa Ana, CA 92706**.

### **1. Mobile Privacy**

We may offer you the ability to connect with our Website, or use our applications, services, and tools using a mobile device, either through a mobile application or via a mobile optimized website. The provisions of this Privacy Policy apply to all such mobile access and use of mobile devices. This Privacy Policy will be referenced by all such mobile applications or mobile optimized websites.

### **2. Personal Information We Collect or You May Provide**

You do not need to provide us with any Personal Information to use our Website for informational purposes.

You may use our Website to:

- Add your name to our mailing list
- Register online to attend events and programs
- Make a donation or charitable gift
- Obtain an application/petition for degrees
- Obtain application materials for academic Scholarships
- Inquire about and obtain application materials for the childhood language services (“Services”) provided by our RiteCare® Language Centers (“Center”) located at 14 sites throughout California

To add your name to our mailing list or to register online or by mail, fax or hand-delivery to attend events and programs we offer, you may provide us with the following Personal Information:

1. Your name
2. Your email and mailing Address
3. Telephone Number(s)
4. Bank information (as included on a check remitted for payment)

To make a donation or charitable gift, you may provide us with the following Personal Information:

1. Your name
2. Your email and mailing Address
3. Telephone Number(s)
4. Bank or Brokerage Account Information

You may obtain an application or petition for degrees without providing any Personal Information to us. You will provide to us the following Personal Information to apply for membership:

1. Your name
2. Your email and mailing Address
3. Telephone Number(s)
4. Date of Birth
5. Masonic affiliation(s) information
6. Occupational information

You may download the Scholarship application form without providing any Personal Information to us. You will provide to us the following Personal Information to apply for an academic Scholarship:

1. Your name
2. Your email and mailing Address
3. Telephone Number(s)
4. Birthdate
5. Birthplace and Citizenship
6. Education history and records
7. Marital status and family history
8. Masonic affiliation(s)
9. Employment history and information
10. Financial history and information
11. Photograph

To inquire about Services provided by a Center, you do not need to provide any Personal Information. You may connect or stay in touch with a Center by providing your name, email and mailing address and telephone number(s). You may complete a posted contact form by providing your name, email and mailing address and telephone number(s) and you may provide other Personal Information as you decide.

***This form and email communication with the Center are not encrypted and are not secure communications. Do not include your sensitive Personal Information in the form or email as any such disclosures are at your own risk.***

Credit card transactions are processed through a third party payment processor such as PayPal so we do not collect or retain any credit card information.

To apply for Services performed by a Center, you will provide the following Personal Information:

1. Client's point of contact (e.g. parent(s), guardian or other concerned and interested person who is referred to as "POC") and child's name
2. Email and mailing Addresses
3. Telephone Number(s)
4. Gender
5. Birthdate
6. Family history and information
7. Client's health and medical history and information including vaccination records, early development, communication and speech development history and status, behavioral and disciplinary information, records, reports, diagnosis and treatments
8. Client's education history, records and reports including test scores

You may be asked for further Personal Information to help validate your identity. We may also collect Personal Information from you as a result of your email communications with us. We display personal testimonials on our Website in addition to endorsements. We may post your testimonial along with your name or may post your picture or voice.

When you use our mobile site, we may receive information about your location and your mobile device, including a unique identifier for your device. We may use this information to provide you with location based services, search results, and other personalized content. Most mobile devices allow you to control or disable location services in the device's setting's menu. If you have questions about how to disable your device's location services, we recommend you contact your mobile service carrier or the manufacturer of your particular device.

### **3. How We Use Your Personal Information**

We use your Personal Information:

- To communicate with you and to provide information to you about membership, our organization and members, donations and charitable giving, Scholarships and recipients and Centers and its clients including sending you application materials, newsletters, other promotional communications and fund raising materials
- To solicit donations and charitable giving
- To accept, process and acknowledge donations and charitable gifts
- To register you to attend events and programs and process tickets
- To process Scholarship applications and to provide Scholarship award notifications
- To perform the childhood language services provided by the Centers
- To conduct research and analyze data for our business purpose including, for example, preparing outcome measurements or other reports or studies relating to the results of performing the services provided by the Centers
- To respond to your inquiries, requests or complaints
- To verify activity as we deem necessary
- To conduct research and analyze data to improve our service or customize our communications with you
- For any other legal purposes

When you attend an event or program, make a donation or charitable gift or are awarded a Scholarship, your name, city of residence, the name of the event or program, the nature and amount of your donation or charitable gift, the nature and amount of Scholarship awarded and a picture or video of you may be posted on our Website or otherwise disclosed publicly unless you opt-out in writing as described in the section entitled: **User Access and Choice**.

Personal Information that has been aggregated, de-identified, or anonymized so as to not be attributable to a specific person without the use of additional information is no longer Personal Information and may be used and shared in conjunction with our business and for any legal purpose.

### **4. How We Share Your Personal Information with Third Parties**

We share your Personal Information when you are added to our mailing list, registered to attend event or program, make a donation or charitable gift, obtain an application or petition for degrees and apply for academic Scholarships with other concordant Masonic bodies and third party service providers for administration, notification and fundraising purposes. These third party service providers are authorized

to use your Personal Information only as necessary to provide these services to us and are obligated to keep your Personal Information confidential.

With your prior written consent, we share your Personal Information when you inquire about, apply for and obtain Services from a Center with teachers, school administrators, pediatricians and other professionals for purposes related to admission, evaluation, diagnosis and treatment of the client.

In addition, we share your Personal Information:

- As required by law, such as to comply with clearance/reporting requirements, a subpoena, or similar legal process
- To investigate and help prevent abuse, fraud, security threats, malicious activity, intellectual property infringement or misappropriation or other unlawful activity
- To resolve disputes and enforce our agreements
- To protect the rights and safety of CSRF and all those associated with and using the Website and services provided by CSRF
- In connection with a merger or corporate re-organization
- With your consent

We do not sell your Personal Information to third parties.

## **5. User Access and Choice**

You may, of course, decline to submit Personal Information to us; in which case, you may not be able to use certain features of the Website or receive certain services.

If you wish to update or delete your name, picture, testimonial or other data or information which may be posted including your name, the amount of and type of donation or charitable gift you make, you can contact us at using the information below.

If your Personal Information changes, you may correct, update, amend, remove, or ask to have it removed by contacting us at [privacyofficer@casrf.org](mailto:privacyofficer@casrf.org), by telephone or postal mail at the contact information listed below. In some cases, we may not be able to remove your Personal Information, in which case we will let you know if we are unable to do so and why. We will respond to your request within 30 days.

We will retain your Personal Information for as long as needed to provide you services or as required by law. We will retain and use your Personal Information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

## **6. How We Store and Protect Your Personal Information**

The security of your Personal Information is important to us. We follow generally accepted standards to protect the Personal Information submitted to us, both during transmission and once we receive it. However, no method of transmission over the Internet, or method of electronic storage, is 100% secure. Therefore, we cannot guarantee its absolute security. If you have any questions about security on our Website, you can contact us at [securityofficer@casrf.org](mailto:securityofficer@casrf.org).

We may store Personal Information in locations outside our direct control (for instance, on servers or databases co-located with hosting providers).

We do not use encryption technology to encrypt your Personal Information at rest or before it travels over the internet. ***Do not include your sensitive Personal Information in the contact form which is posted on the Website or in your email communications as any such disclosures are at your own risk.***

## **7. Children's Privacy**

Protecting the privacy of children is especially important. CSRF does not knowingly collect or solicit Personal Information from anyone under the age of 13 or knowingly allow such persons to provide Personal Information. If you are between the ages of 13 and 17, please use our Website with adult supervision. If you are under 13, please do not send any Personal Information to us. If we learn that we have collected Personal Information from a child under age 13, we will delete that information as quickly as possible. If you believe that we might have any Personal Information from a child under 13, please contact us at the contact information below.

CSRF does collect Personal Information from children under the age of 17 through their POC for the Center to perform the Services.

## **8. Compromise of Personal Information**

We will promptly notify those persons whose Personal Information is compromised. Notwithstanding, CSRF is not responsible or liable for: (a) the unauthorized use or disclosure of your Personal Information included in the posted contact form or email communications; (b) any consequences that may result because you have released or shared Personal Information with a third party; and (c) any unintentional disclosure or a disclosure that occurs due to a security breach of our systems or facilities.

## **9. Notification, Electronic Communication and Opt-Out:**

You consent to our using your email address to send you service-related notices, including any notices required by law, in lieu of communication by postal mail. You may not opt out of some service-related communications.

You may opt-in to receive periodic messages from us, including changes to services offered through our Website, newsletters, promotions, and special offers. If you wish to subscribe to these emails, we will use your name and email address to send them to you. Out of respect for your privacy, you may choose to stop receiving our newsletter or marketing emails by following the unsubscribe instructions included in these emails, accessing email preferences manager on your account settings page, or you can contact us at [securityofficer@casrf.org](mailto:securityofficer@casrf.org). Opting out may prevent you from receiving email messages regarding updates, improvements, or offers.

## **10. Do Not Track Signals**

We support the Do Not Track browser setting. Do Not Track (DNT) is a preference you can set in your browser to let the websites you visit know that you do not want them collecting certain information from you. For more details about Do Not Track, including how to enable or disable this preference, visit this website: <https://termsfeed.com/do-not-track>.

## **11. Cookies, Analytics/Log Files and Clear gifs**

The CSRF's Website may use "cookies" to implement Google Analytics. You may decline cookies. Your user experience of the Website may be affected.

## **12. Links to Other Websites, Blogs/Forums and Social Media Widgets**

Our Website includes links to other websites whose privacy practices may differ from those of the CSRF. When you use a link to go from our Website to another website, such as that of our payments processors or event management systems, the privacy statement for the other website governs. We encourage you to carefully read and understand the privacy statement of any Website you visit.

Please be aware that any information you submit to any forum on the Website, social network, blog, can be read, viewed, collected or used by the public, other users of these forums and could be used to contact you, send you unsolicited messages, or for purposes that neither you nor the CSRF have control without any expectation of privacy or confidentiality. The CSRF is not responsible for the Personal Information you choose to provide in these public forums. To request removal of your personal information from our blog, contact us at [privacy url]. In some cases, we may not be able to remove your personal information, in which case we will let you know if we are unable to do so and why.

Our Website includes Social Media Features, such as the Facebook Like button and Widgets, such as the Share this button. These Features may collect your IP address, which page you are visiting on our Website, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our Website. Your interactions with these Features are governed by the privacy policy of the company providing it.

### **13. Based in the United States. English Language**

A. We are a corporation organized under the laws of the State of California and our business sites are located throughout California. The servers that host this website are located in the United States, and any Personal Information you provide to us will be processed by CSRF in the United States. You may transfer data to the United States by using our Website. If you are visiting from the European Union or other regions with laws governing data collection and use, please note that you are agreeing to the transfer of your information to the United States and processing globally. By providing your information you consent to any transfer and processing in accordance with this Policy.

The English version of this Privacy Policy governs. All disputes, claims and causes of action (and related proceedings) will be communicated in English.

### **14. Changes to Our Privacy Policy**

A. If we make a material change to our Privacy Policy as to the collection, use, or disclosure of your Personal Information, we will post a notice of those changes on our Website and use commercially reasonable efforts to notify you by email to keep you aware of what information we collect, how we use it, and under what circumstances we may disclose it, prior to the change becoming effective. You are bound by changes to the Privacy Policy when you use the Website after those changes have been posted. We encourage you to periodically review our Website for the latest information on our privacy practices, our Terms of Use and all other terms and conditions governing use of our Website and Services.

B. If any term or provision of this Privacy Policy shall be found to be invalid, illegal or otherwise unenforceable, such finding shall not affect the other terms or provisions of this Privacy Policy, or the whole of this Privacy Policy, but such term or provision shall be deemed modified to the extent necessary to render such term or provision enforceable, and the rights and obligations of you and CSRF shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements set forth in this Privacy Policy.

### **Contact Us**

If you have any questions about this Privacy Policy, the practices of this Website, or your dealings with this Website, including any bugs or actual or potential threats to the security of our Website and protection of your Personal Information, please contact us at [privacyofficer@casrf.org](mailto:privacyofficer@casrf.org) or [securityofficer@casrf.org](mailto:securityofficer@casrf.org) or 2100 N. Broadway, Suite 350 Santa Ana CA 92706. Phone: 714-547-7325.