

## THE GRANT HALLIBURTON FOUNDATION PRIVACY POLICY

*Last modified February 2013*

The Grant Halliburton Foundation ("We", "Us" or "Our") is committed to protecting the privacy of personal information you may provide Us on the website located at [www.granthalliburton.org](http://www.granthalliburton.org) (the "Site"). The terms of this Privacy Policy apply to all users of the Site. This Privacy Policy applies only to information gathered via the Site. If you do not agree with the terms of this Privacy Policy, you must immediately cease the use of the Site.

### 1. Information Collection

- 1.1. We collect personally identifiable information that you voluntarily provide via online forms, which may be related to: registering for updates, making donations, contact requests, and other online activities ("Personal Information"). The Personal Information collected on this Site may include some or all of the following: name, street address, phone number, billing information (including credit/debit card information), email address, an honoree's name and address, and any other information you may voluntarily provide.
- 1.2. Your submission of Personal Information to Us is entirely voluntary, and by submitting Personal Information, you are expressly and voluntarily agreeing to the terms and conditions of this Privacy Policy. By providing the Personal Information of a third party, such as an honoree, you warrant that you have authorization to provide that information.
- 1.3. In addition to Personal Information, Our web servers automatically identify Site users' computers by their IP addresses. We may use these IP addresses to analyze trends, administer the Site, track users' movement, and gather broad demographic information for aggregate use.
- 1.4. Further, Our Site may use tracking technologies such as "cookies" to provide users with tailored information upon each return visit. Cookies are a common part of many websites that allow small text files to be sent by a website, accepted by your web browser, and then placed on your hard drive as recognition token. Every time you visit the Site, cookies may record basic technical information such as your browser type and version, IP address, proxy server, operating system, ISP provider, the pages you view and the associated links selected, domain name, and the address of the last URL visited prior to the Site. You do not need to enable cookies to visit Our Site; however, some parts of the Site will be impossible to use if cookies are disabled. Cookies do not contain any Personal Information, personal data, or passwords.

### 2. Use of Information

- 2.1. We may use your Personal Information for any of the following purposes: (i) to understand how users use the Site; (ii) to make improvements to the Site; (iii) to register users for online activities such as: online donations, donation processing, surveys, and comment forms; (iv) to respond to specific requests from users; (v) to provide notices to users or send updates; (vi) to solicit users for additional donations; (vii) to protect the security or integrity of the Site; and (viii) to promote and market Our organization.
- 2.2. Certain Personal Information you provide to Us will be retained in hard copy and within Our software database system, the purpose of which is to maintain donation history.

### 3. Sharing of Information

- 3.1. We may share Personal Information collected on this Site with any affiliates or subsidiaries and any future subsidiaries or affiliates of The Grant Halliburton Foundation.
- 3.2. We may view or access your Personal Information for the purpose of resolving a problem, support issue, or suspected violation of Our [Link: Terms of Use]. We may also use Your Personal Information to exercise Our legal rights, defend against legal claims or to make you aware of updates to our policies. We may disclose part or all of Your Personal Information when We believe, in good faith, that the law requires or compels such disclosure, or when We have a reason to believe that disclosure is necessary to protect Our rights or property, the rights of another, or to prevent harm.
- 3.3. We may elect to aggregate your Personal Information into general categories for use in improving service offerings, both with Us and with authorized third-parties. This aggregated information will not contain personally identifiable information.
- 3.4. Credit/debit card information submitted with your donation is shared with our payment processor used solely for the purpose of processing your donation and is not retained by Us. Your donation acknowledgements may be shipped via a delivery service, and certain Personal Information (name and address) will be shared with that service to facilitate delivery.
- 3.5. In the event that We enter into any change of control, asset sale, or similar transaction, all data and rights related to the Site, including your Personal Information and payment information, may be disclosed or transferred in connection with the contemplation or consummation of such transaction.
- 3.6. We will not review, sell, share, distribute, publish, advertise or reference your Personal Information on an individual level except as provided in this Privacy Policy, or as may be required by law.

4. Updates and Notices. Users may opt-out of future updates and notices by clicking on the “unsubscribe” button at the bottom of such e-mails, or by sending an e-mail to mail@granthalliburton.org. We will implement the change within five business days of your request. We will send an acknowledgement or confirmation of the request to the e-mail address on file.
5. Updating Personal Information
  - 5.1. As between Us and you, you exclusively own all rights, title and interest in and to all of your Personal Information.
  - 5.2. You control the accuracy of your Personal Information. If your Personal Information changes, please correct, update or delete it by contacting mail@granthalliburton.org. If you wish to review your Personal Information that We have on record, you may contact mail@granthalliburton.org.
  - 5.3. After your donation is complete, we shall have no obligation to maintain or provide any of your Personal Information and may thereafter, unless legally prohibited, delete all of your Personal Information in our systems or otherwise in our possession or under our control. We may also retain all or a subset of your Personal Information for business or legal purposes.
6. Third Party Providers. We may share your Personal Information with service providers authorized by Us to provide certain products and services to users of the Site (each, a “Service Provider”). Service Providers help Us perform functions like sending out administrative and promotional emails and processing credit/debit card payments. We may share your Personal Information with Service Providers to fulfill donations, deliver packages, send postal mail or email, administer surveys, analyze lists, provide marketing assistance, process payments, operate the Site, troubleshoot, and provide customer service.
7. Updates to this Privacy Policy. We will post any changes to this Agreement on the Privacy Policy page of the Site, so users are always aware of any change. Upon such posting, you will be bound by any policy changes. If We decide to use your Personal Information in a manner not set forth in this Privacy Policy, We will attempt to notify donors registered with Us by e-mail to the e-mail addresses on record.
9. Children's Privacy. We do not collect Personal Information from children under 13 on the Site. If you are younger than age 18, you may use the Site only with the permission and involvement of your parent(s) or guardian.
10. Contact. If you have any further questions concerning this Privacy Policy and the use of your Personal Information related to the Site, please contact mail@granthalliburton.org.