

Bartlesville Public Schools Foundation Privacy Policy

Approved by BPSF Board of Directors January 13, 2021

Scope. This privacy policy applies to information the Bartlesville Public Schools Foundation (BPSF) obtains regarding donors, potential donors, and alumni (Data). BPSF values our relationship with our donors, potential donors, and alumni. This policy is for informational purposes only and is intended to explain how BPSF obtains, uses, and stores Data and is not intended to create legal duties between BPSF and any other person or entity.

Use and Sharing Restrictions

- A. Purpose Restriction. BPSF will use Data only for BPSF donor and alumni outreach, service development, and engagement programs. Such programs include, for example, building relationships and communicating about events, programs, and fundraising activities. We do not support, approve of, or otherwise engage in the sending of spam email. We retain the right to store and analyze this information indefinitely in order to examine and improve our services.

- B. Limitation on Sharing. Data will be shared only with BPSF staff and select BPSF board members, interns, and Bartlesville Public School (BPS) employees *with a need to know*; and approved partners of BPSF for the purpose of advancing a program designated to serve BPSF donors, potential donors, and alumni. BPSF will share Data with others only if specifically authorized by the person to whom the Data pertains. BPSF will only share the minimum amount of Data needed for the specific task. We will not sell, rent, or market Data to third parties, including any third party developers, advertisers, or data collectors. BPSF will not share Data with third parties for their use independent of authorized BPSF activities.

- C. Access Assurances. All BPSF staff, board members, interns, and BPS employees with access to Data will agree in writing to abide by privacy preferences expressed by donors, potential donors, and alumni and by BPSF's privacy policy. See Appendix A for a copy of BPSF's confidentiality statement.

- D. Law-related Disclosures. BPSF may disclose Data as required by law in connection with judicial or administrative proceedings, or if, at the sole discretion of BPSF, disclosure is necessary to protect itself.

- E. Emergency Circumstances. BPSF may disclose Data if, at BPSF's sole discretion, such disclosure is necessary to protect the health, safety, or property of any person.

Kids and Privacy. BPSF understands the importance of protecting children's privacy. BPSF does not knowingly contact or collect personally identifiable information from anyone under the

age of eighteen (18). We only obtain personal information on individuals under 18 if it is explicitly and voluntarily provided by parents or guardians. Such information is not used to re-contact them. If we become aware that we have collected Data from children without verification of parental consent, we will take steps to remove that information from our servers.

User Control - Opting Out of Communications. BPSF provides all individuals we contact with a way to opt-out of receiving communications. Specifically, all BPSF email communications include clear, user-friendly options to unsubscribe. To remove oneself from any other BPSF communications, an individual may contact the BPSF office by email, phone, or mail at:

BPS Foundation
1100 SW Jennings
Bartlesville, OK 74003
918-336-8600 ext 3523
bpsfoundation@bps-ok.org

Security. BPSF recognizes the importance of safeguarding Data. BPSF uses reasonable physical, technical, and administrative procedures to minimize the risk of unauthorized access to Data, to maintain data accuracy, and to ensure the appropriate use of Data. But please note, this is not a guarantee that such information will not be accessed, disclosed, altered, or destroyed by breach of any of our safeguards. You are solely responsible for controlling access to your email communications from BPSF at all times. In the event that Data is compromised, BPSF will promptly notify those persons whose personal information has been compromised.

External Links. External links to independent third-parties like other alumni groups, etc... are provided as a courtesy and do not constitute endorsement or sponsorship of the third parties that operate those websites. While we try to link only sites and services that share our high standards and respect for privacy, BPSF is not responsible for the policies and content of those sites. Users should only contact the coordinator of the particular site with questions about those sites.

Privacy-related Inquiries. If donors, potential donors, or alumni have concerns or questions about BPSF's partnerships with outside organizations, opt-out options, or other privacy-related issues, they may contact bpsfoundation@bps-ok.org.

Amendments to Privacy Policy. BPSF reserves the right to change this privacy policy at any time. BPSF will republish the privacy policy in a timely manner to reflect any changes. An up-to-date privacy policy can always be found on our BPSF website at www.bpsfoundation.org/privacy. Unless otherwise noted in this statement, posting appropriately changed versions of this statement at this location will constitute sufficient notice of those changes in our privacy policy.