

## Privacy Policy

Words for the World values your privacy. This privacy policy describes how and why we might collect, store, and use your information when you use our Services. Services include when you:

- Visit our site at [website URL]
- Send a letter to Words for the Worlds
- Fill out any forms linked from our website or sent out by Words for the World.
- Engage with us in other related way—including any events or sales.

By accessing our Site or our Services, you consent to our Privacy Policy and our use, collection, and storage of your Personal Information as described in this Privacy Policy. If you still have any questions or concerns, please contact us at [wwwwordsfortheworld@gmail.com](mailto:wwwwordsfortheworld@gmail.com).

### **I. Information we Collect**

We collect both “Non-Personal Information” and “Personal Information.” Personal Information includes your name, email, address, and other contact information. Non-Personal Information includes information that cannot be used to personally identify you, including anonymous usage data, platform types, or preferences that are generated based on the data you submit and number of clicks.

#### **1. Information Automatically Collected**

To improve the quality of our Services, we automatically track information provided to us by your browser or by our software application when you visit, use, or navigate our Services. This information is Non-Personal and cannot be used to personally identify you. We track this information using cookies, which are sent to a user’s browser from our servers and stored on the user’s computer hard drive. We may use both persistent and

session cookies. We also track Non-Personal Information when you use our Services. For example, we track the total number of letters received from a specific chapter when a chapter sends us letters.

## 2. Personal Information Provided by You.

In addition to automatically collected information, we collect information when you subscribe to our Company newsletter and fill out any forms. To subscribe to our newsletter, you may be requested to provide your first and last name and will be required to enter your email address. Forms include media-release forms, chapter-head applications, and on-boarding forms. The information requested from the forms will vary but may include your name, email, school, address, and grade. Individuals are also provided the option to disclose Personal Information when sending a letter to our P.O. box including their return address, email, and name. By providing information through any of the afore-mentioned ways you are authorizing us to collect, store, and use the user provided information in accordance with this Privacy Policy.

## 3. Children's Privacy

On-boarding and media release forms require the consent of the user's guardian when the user is under the age of 18. All opportunities to submit Personal Information are limited to peoples 13 years and older. In the event that we learn that we have gathered personal information from anyone under the age of 13 without the consent of a parent or guardian, we will delete that information as soon as possible. If you believe we have collected such information, please contact [wwwwordsfortheworld@gmail.com](mailto:wwwwordsfortheworld@gmail.com).

## **II. How we use and share information**

Personal Information:

Except as otherwise stated in this Privacy Policy, we do not sell, trade, rent, or share your Personal Information with any third parties without your consent. We do share Personal Information with vendors performing services for the Company, such as the servers for our email communications who are provided with users' email addresses.

In general, Personal Information is used to communicate with you and to determine your eligibility for certain services we provide. For example, chapter-head application forms may collect the user's name, email, grade, age, and address to determine chapter-head eligibility and to contact the user.

#### Non-Personal Information:

In general, we use Non-Personal Information to help us improve the Service, customize the user experience, and track trends and analyze use patterns of our Services. This Privacy Policy does not limit the use or disclosure of Non-Personal Information and we reserve the right to disclose Non-Personal Information to third parties at our discretion.

### **III. How We Protect Information**

We implement reasonable security measures designed to protect your information from unauthorized access. However, these measures do not guarantee that your information will not be accessed, disclosed, altered, or destroyed by breaches of security measures. By using our Service, you acknowledge that you understand and agree to assume these risks.

### **IV. Your Rights Regarding the Use of your Personal Information**

You have the right to prevent us at any time from contacting you for marketing by following the unsubscribe instructions provided in each promotional email. Do note that despite unsubscribing or opting out of promotional emails, we may continue to send you administrative emails including updates to our Privacy Policy.

You also have the right to access, correct, update, or delete your personal information. To exercise this right, please contact us through [wwwwordsfortheworld@gmail.com](mailto:wwwwordsfortheworld@gmail.com).

#### **V. Links to Other Websites**

We may provide links to other websites or applications. We are not responsible for privacy practices employed by such websites.

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

We reserve the right to change this policy at any time. We will notify you of significant changes to our Privacy Policy by placing a notice on our site or by sending an administrative email to the address provided when you either a) subscribed to our newsletter or b) filled out an on-boarding form. Updated policies will go into effect immediately following such notification. We encourage you to check our website and this privacy page frequently for updates.

Last Updated: This Privacy Policy was last updated on June 21, 2023.