

## **Updated on March 2, 2020**

Thank you for visiting this website (“Site”) for Groundwork Ohio. Your privacy is very important to us. This document informs you of our policies regarding the collection, use, and disclosure of personal information we receive from users of this Site.

Groundwork Ohio is a fiscally sponsored project of Community Initiatives, “we” or “our”). Ready, Set, Soar Ohio is an initiative of Groundwork Ohio. This privacy statement applies to the activities of Groundwork Ohio but not to our fiscal sponsor Community Initiatives nor any of their other fiscally sponsored projects.

By using this Site, you agree to the collection and use of information in accordance with this policy. This policy is effective as of the date noted above. We reserve the right to update or change our policy at any time. Your continued use of the Site after we post any modifications to this policy will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified policy.

### **Information Collected**

When accessing our Site, we will learn certain information about you during your visit. Information may include, but is not limited to, your name, email address and phone number (“Personal Information”). We may also collect information that your browser sends whenever you visit our Site. Our website utilizes a standard technology called “cookies” (described below) and server logs to collect information about how our Site is used. Information gathered through cookies and server logs may include the date and time of visits, the pages viewed, time spent at our site, and the websites visited just before and just after our own, as well as your computer’s Internet Protocol (“IP”) address.

#### *Cookies*

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer’s hard drive. Like many sites, we use cookies to collect information. Most internet browsers will allow you to refuse cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

#### *Google Analytics*

When someone visits the Site, we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behavior patterns. We do this to find out things such as the number of visitors to various parts of our Site. This information is anonymized, so that it cannot be used to identify anyone specifically.

#### *IP Addresses*

IP addresses are used by your computer every time you are connected to the Internet. Your IP address is a number that is used by computers on the network to identify your computer. IP

addresses are automatically collected by our web server as part of demographic and profile data known as “traffic data” so that data such as the web pages you request can be sent to you.

### **Use of Your Information**

We use Personal Information for purposes of administering our business activities and providing education and/or services to our partners, clients, and prospective clients. If you sign up to receive our newsletter, or any other communications form on this site, we may use your Personal Information to contact you with newsletters or other information that we think may be of interest to you. You may opt out of these communications at any time, excluding emails directly relating to any ongoing business we have together.

We will never sell or otherwise provide your information to any unaffiliated third parties without your prior consent. We may disclose information when legally compelled to do so, or when we, in good faith, believe that the law requires it or for the protection of our legal rights.

Groundwork Ohio may aggregate information about you and other individuals together so that the information does not identify you personally. Groundwork Ohio may use information in these forms for any legitimate business purpose, including for research and analysis, administration of services, advertising and promotional purposes.

### **Email Policies**

We are committed to keeping your e-mail address confidential. We do not sell, rent, or lease any lists to third parties, and we will not provide your personal information to any third-party individual, government agency, or company at any time unless strictly compelled to do so by law.

We will use your e-mail address solely to provide timely information about Groundwork Ohio and news and information related to our mission.

If you choose to correspond with us through email, we will retain the content of your email messages together with your email address and our responses. We will maintain the information you send via e-mail in accordance with applicable state and federal law. All e-mails sent from Groundwork Ohio will state who the e-mail is from and provide information on how to contact the sender.

We use a third party provider to deliver our newsletter. You can unsubscribe from our newsletter at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing us directly.

### **Use of External Links**

Our Site may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our Site, we do not have any control over the other websites. We cannot be responsible for the protection and privacy of any information which you provide while visiting such sites, and such sites are not governed by this privacy statement.

We cannot provide any assurance as to the accuracy of information found at any linked site not managed by Groundwork Ohio. Links to or from external sites not owned or controlled by Groundwork Ohio do not constitute an endorsement of these sites or the products or information presented therein.

### **Intellectual Property Rights**

All copyrights, trademarks, patents and other intellectual property rights in and on our website and all content and software located on the Site shall remain the sole property of Groundwork Ohio or its licensors.

You must not:

- Republish material from our website without prior written consent.
- Sell or rent material from our website.
- Reproduce, duplicate, create derivative works, copy or otherwise exploit material on our website for any purpose.
- Redistribute any content from our website, including onto another website.

The use of our trademarks, content and intellectual property is forbidden without the express written consent from Groundwork Ohio. Contact us at [groundworkohio1@gmail.com](mailto:groundworkohio1@gmail.com) should you wish to repurpose any of Groundwork Ohio's content.

### **Acceptable Use**

You agree to use our Site only for lawful purposes, and in a way that does not infringe the rights of, restrict or inhibit anyone else's use and enjoyment of the Site. Prohibited behavior includes harassing or causing distress or inconvenience to any other user, transmitting obscene or offensive content or disrupting the normal flow of dialogue within our Site. You must not use our Site to send unsolicited commercial communications. You must not use the content on our Site for any marketing related purpose without our prior express written consent.

### **Use of Testimonials**

In accordance with the FTC guidelines concerning the use of endorsements and testimonials in advertising, please be aware of the following:

Testimonials that appear on this Site reflect the personal opinion and real-life experiences of those who have used our services. They are individual results and results vary. We do not claim that they are typical results. The testimonials are not necessarily representative of all of those who will use our services.

Groundwork Ohio is not responsible for any of the opinions or comments posted on our Site or social media. To protect against abuse, testimonials appear after they have been reviewed by management of Groundwork Ohio.

## **Children**

Children under 13 years of age are not permitted to submit information to Groundwork Ohio. Groundwork Ohio's services are not intended to be used by children without involvement and approval of a parent or guardian.

## **Removal of Information**

If you would like to delete your Personal Information, you can email us at [groundworkohio1@gmail.com](mailto:groundworkohio1@gmail.com). Please note that we may retain some information from or about you in accordance with applicable law including, without limitation, for various legal, operational, accounting, and auditing purposes.

## **Response to Do-Not-Track Signals**

At this time Groundwork Ohio does not recognize automated browser signals regarding tracking mechanisms, which may include 'do-not-track' instructions. However, in most Internet browsers, you can change your privacy preferences regarding the use of cookies and similar technologies. You may be able to set your browser to accept all cookies, block certain cookies, require your consent before a cookie is placed in your browser, or block all cookies. Please note, blocking all cookies will affect your online experience and may prevent you from enjoying the full features offered by our website.

## **Access From a Mobile Device**

Groundwork Ohio collects and uses information about you in the same way and for the same purposes if you access the Site from a mobile device as when you use a desktop computer.

## **Security**

The security of your Personal Information is of great importance to us. We have put into place policies to safeguard and secure the information we collect. However, no method of transmission over the Internet, or method of electronic processing or storage, is 100% secure. While we strive to protect your Personal Information, we cannot guarantee its absolute security. Should a data breach occur despite these efforts, we will respond as discussed in this policy and consist with applicable law.

## **Disclaimer and Limitation of Liability**

Groundwork Ohio makes no representations, warranties, or assurances as to the accuracy, currency or completeness of the content contained on this Site. All the materials on this site are provided "as is" without any express or implied warranty of any kind, including warranties of merchantability, noninfringement of intellectual property or fitness for any particular purpose. In no event shall Groundwork Ohio or its agents or associates be liable for any damages whatsoever (including, without limitation, damages for loss of profits, business interruption, loss of information, injury or death) arising out of the use of or inability to use the materials, even if it has been advised of the possibility of such loss or damages.

## **Governing Law**

This notice and our privacy practices are exclusively subject to the laws of the State of California within the United States of America, without regard to its conflict of laws doctrine. By using the Site, you irrevocably submit to the exclusive jurisdiction of the courts of California for any claim or matter arising under or in connection with the Site.

**If You Live Outside the United States**

The Site is hosted and operated entirely in the United States and is subject to United States law. Any Personal Information that you provide to Groundwork Ohio is being transferred to us for use solely in the United States and will be hosted on United States servers. By using this Site, you understand that your information will be transferred to our servers and those third parties with whom we share it as described in this Notice. If you are accessing the Site from outside the United States, please be advised that United States law may not offer the same privacy protections as the law of your jurisdiction.

If you are from a jurisdiction whose information collection practices differ from ours, please notify us so that we may take necessary action.

Groundwork Ohio is committed to resolving any concerns you may have. If you have any questions, please email us at [groundworkohio1@gmail.com](mailto:groundworkohio1@gmail.com).

**Contact**

If you have any questions regarding this policy, or your dealings with our Site, please contact us at [groundworkohio1@gmail.com](mailto:groundworkohio1@gmail.com).