

## PRIVACY POLICY

The General Board of Higher Education and Ministry, and its affiliates and subsidiaries, (collectively, “GBHEM,” “Us,” or “We”) recognize that you may be concerned about our collection, use, and disclosure of your personal information. We respect your privacy and are committed to providing transparent notice of our privacy practices.

This policy describes the types of information We may collect from you when you visit our Website (s), including GBHEM.org and GBHEM.org/EM360 (our "Websites"). This policy describes our practices for collecting, using, maintaining, protecting, and disclosing that information.

Please read this policy carefully to understand our policies and practices regarding your information and how We will treat it. This policy may change from time to time (see Changes to our Privacy Policy).

## INFORMATION COLLECTION

We collect several types of information from and about you, including:

- **Information provided by you**, such as name, address, email address, telephone number, and other personally identifying information. For example, We collect information from you when you fill out a form on our Website;
- **Information provided by third parties** about you. As part of our services, We may also collect information from others such as contributors for an assessment; and
- **Information collected automatically** as you navigate through the site. Information collected automatically may include usage details, domain address, IP addresses, internet browser, operating system, your internet connection, the equipment you use to access our Website, and information collected through cookies.

## SOCIAL SECURITY NUMBER PROTECTION POLICY

Social Security numbers are classified as “Confidential” information under GBHEM Information Security and Privacy Policies. As such, Social Security numbers may only be accessed by and disclosed to our associates and others with a legitimate business purpose in accordance with applicable laws and regulations. Social Security numbers, whether in paper or electronic form, are subject to physical, electronic, and procedural safeguards. These restrictions apply to all Social Security numbers collected or retained by Us in connection with the claimant, employee, or other relationships.

## INFORMATION USE

We use information that We collect about you or that you provide to Us:

- to present our Website and its contents to you and to improve our Website (We continually strive to improve our Website offerings based on the information and feedback We receive from you);
- to provide you with information or services that you request from Us;
- to fulfill our obligations to you as a participant in our programs;
- to provide you with notices about an account or application you may have with Us, such as for a loan or scholarship;
- to carry out our obligations and enforce our rights arising from any contracts entered into between you and Us;
- to notify you about changes to our Website or any products or services We offer or provide through it;
- to allow you to participate in interactive features on our Website and to personalize your experience (your information helps Us to better respond to your individual needs);
- to enable communications to you regarding our services such as email and text;
- to work with marketing partners to provide you with services that may be of interest to you;
- to fulfill any other purpose for which you provide it and in any other way We may describe when you provide the information; and
- for any other purpose with your consent.

## DISCLOSURE OF YOUR INFORMATION

We may disclose information that We collect about you or that you provide Us directly as described in this privacy policy:

- to our subsidiaries and affiliates;
- to contractors, service providers, and other third parties We use to support our organization;
- to fulfill the purpose for which you provide it. For example, to process your inquiry regarding a loan or scholarship, or to perform an assessment;
- for any other purpose disclosed by Us when you provide the information;
- with your consent.

We may also disclose your personal information:

- to comply with any court order, law, or legal process, including to respond to any government, regulatory, or law enforcement request;
- to enforce or terms and other agreements; and
- if We believe disclosure is necessary or appropriate to protect the rights, property, or safety of GBHEM, our employees, or others.

We may disclose aggregated information about our users and de-identified data or information that does not identify an individual.

## EM360

Our information practices as to our sites, including EM360 (GBHEM.org/EM360) are disclosed above. In the interest of providing transparency as to the use of EM360, please note that any information you provide or that is collected about you through the EM360 platform may be used and shared with third parties to fulfill the purpose and intent of the assessment. Personally identifiable information provided or collected through EM360 may also be shared for other purposes with your consent. Aggregated or de-identified information may be used for any purpose without notice or additional consent.

## SECURITY

We have implemented reasonable measures designed to secure your personal information from accidental loss and unauthorized access, use, alteration, and disclosure. The safety and security of your information also depend on you.

## LINKS

This Website may contain links to other sites. Please be aware that We are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

## CHANGES TO OUR PRIVACY POLICY

It is our policy to post any changes We make to our privacy policy on this page.

## CONTACTING US

If there are any questions regarding this privacy policy, you may contact Us via mail at [EM360@GBHEM.org](mailto:EM360@GBHEM.org).