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Privacy Policy for Boots2Roots

Privacy Policy

Last updated: March 13, 2024

Overview

This Privacy Policy describes our policies and procedures on the collection, use and disclosure of your information when you use the Boots2Roots website and participate in the Boots2Roots program. We use your Personal Data, as defined below, to maintain the Boots2Roots website and administer the Boots2Roots program. By using the Boots2Roots website and participating in the Boots2Roots program, you agree to the collection and use of information in accordance with this Privacy Policy. If you have specific questions or wish to discuss handling of your Personal Data, we encourage you to contact us at: boots2roots@boots2roots.org.

Definitions

For the purposes of this Privacy Policy:

- **Boots2Roots** (also referred to as "we", "us" or "our" in this Privacy Policy) refers to Boots2Roots, 5 Depot St STE 12, Freeport, ME 04032, with a website at www.boots2roots.org.
- **Cookies** are small files that are placed on your computer, mobile device or any other device by a website, containing details of your browsing history on that website.
- **Device** means any device that can access the Boots2Roots website and services, such as a computer, a smartphone, or a digital tablet.

5 Depot St, STE 12 | Freeport, Maine 04032 | www.boots2roots.org | 207.747.9225

Boots2Roots is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN 47-3939212.

- **Personal Data** is any information that relates to an identified or identifiable individual.
- **Service(s)** refers to the Boots2Roots website, forums, job listings, coaching services, and Transition-to-Work programs, whether digital, telephonic, or in person.
- **Usage Data** refers to data collected automatically, either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).
- **Website** refers to www.boots2roots.org
- **You** means the individual or entity accessing or using the Service, the Website, or Boots2Roots in any capacity.

Personal Data

While using the Boots2Roots website and participating in Boots2Roots services, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- Address, State, Province, ZIP/Postal code, City

We need to collect and, at times, share this data with third-parties in order to provide our services. Boots2Roots may use this data in order to contact you, identify you to prospective employers, assess program effectiveness, fundraise, market Boots2Roots services, and advocate for policies. Boots2Roots does not sell your Personal Data to third-parties for profit.

Usage Data

Usage Data is collected automatically when you use the Boots2Roots website and participate in Boots2Roots services. Usage Data may include information such as your device's internet protocol address (e.g. IP address), browser type, browser version, the pages of the Boots2Roots website that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers, and other diagnostic data.

When you access the Boots2Roots website by or through a mobile device, we may collect certain information automatically, including, but not limited to, the type of mobile device you use, your mobile device unique ID, the IP address of your mobile device, your mobile operating system, the type of mobile internet browser you use, unique device identifiers and other diagnostic data.

We collect and share Usage Data with third parties as may be needed to maintain and improve Boots2Roots' website, outreach, or services. Boots2Roots may use this data to assess program effectiveness, fundraise, market Boots2Roots services, maintain and improve its online services, and advocate for policies. Boots2Roots does not sell your Usage Data to third parties for profit.

Tracking Technologies and Cookies

We use cookies and similar tracking technologies to track your activity on our websites and store certain information. Boots2Roots uses beacons, tags, and scripts to collect information, to track information, and to improve and analyze our website and services. The technologies we may use include:

- **Cookies or Browser Cookies.** A cookie is a small file placed on your device. You can instruct your browser to refuse all 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 parts of our website and services. Please utilize your browser settings if you wish to disable cookies.
- **Web Beacons.** Certain sections of our website and our emails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit Boots2Roots, for example, to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of a certain section and verifying system and server integrity).

Cookies can be "persistent" or "session" cookies. Persistent cookies remain on your personal computer or mobile device when you go offline, while session cookies are deleted as soon as you close your web browser. We use several types of cookies:

- **Necessary / Essential Cookies**

Type: Session Cookies

Purpose: These cookies are essential to provide you with services available through the website and to enable you to use some of its features. They help to authenticate users and prevent fraudulent use of user accounts.

- **Cookies Policy / Notice Acceptance Cookies**

Type: Persistent Cookies

Purpose: These cookies identify if users have accepted the use of cookies on the website.

- **Functionality Cookies**

Type: Persistent Cookies

Purpose: These cookies allow us to remember choices you make when you use the website, such as remembering your login details. The purpose of these cookies is to provide you with a more personalized experience and to avoid your having to re-enter your preferences every time you use the website.

Use of Your Personal Data

Boots2Roots may use Personal Data for the following purposes:

- **To provide and maintain our services**, including to monitor the usage of our service.
- **To facilitate employment as part of the Boots2Roots Transition-to-Work program**: Boots2Roots may pass your contact information to area employers who have expressed interest in contacting you about future employment. Boots2Roots never sells information of any kind to any entity.
- **To contact you**: To contact you by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communications related to the functionalities, products or services as part of the Boots2Roots Transition-to-Work program.
- **To manage your requests**: To attend and manage your requests to us.
- **For other purposes**: We may use your information for other purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns, to fundraise, and to evaluate and improve our website, products, services, marketing, and your experience.

Use of Personal Information

Boots2Roots will not share, sell or disclose your SMS consent or phone numbers for the purpose of SMS contact with third parties.

When/if you enroll in the Boots2Roots' Transition-to-Work program by filling out an online application and providing consent, we may share your resume and other information collected on the application:

- **With Potential Employers:** We may share your personal information with potential employers as part of Boots2Roots' Transition-to-Work Program.
- **With Boots2Roots Volunteers and Peer Mentors:** We may share or transfer your personal information with volunteers and peer mentors as part of the Transition-to-Work program.

Retention of Your Personal Data

Boots2Roots will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

Boots2Roots will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of our service, or we are legally obligated to retain this data for longer time periods.

Transfer of Your Personal Data

Your information, including Personal Data, is processed at Boots2Roots' offices in Maine. This information may, therefore, be transferred to and maintained on computers located outside of your state, province, country or other governmental jurisdiction. Data protection laws in Maine may differ from those from your home jurisdiction.

Your consent to this Privacy Policy followed by your submission of such information represents your consent to this data transfer.

Delete Your Personal Data

You have the right to delete or request that we assist in deleting the Personal Data that we have collected about you. Our website may give you the ability to delete certain information about you from within the service. You may also contact us to request access to, correct, or delete any personal information that you have provided to us. Please note, however, that we may need to retain certain information when we have a legal obligation or lawful basis to do so.

Disclosure of Your Personal Data

- **Law Enforcement:** Under certain circumstances, Boots2Roots may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).
- **Legal Requirements:** Boots2Roots may disclose your Personal Data in the good faith belief that such action is necessary to:
 - Comply with a legal obligation;
 - Protect and defend the rights or property of Boots2Roots;
 - Prevent or investigate possible wrongdoing in connection with Boots2Roots services;
 - Protect the personal safety of users of Boots2Roots services or the public; and
 - Protect against legal liability.

Children's Privacy

We do not knowingly collect personally identifiable information from anyone under the age of 13. If you are a parent or guardian and you are aware that your child has provided us with Personal Data, please contact us to arrange for removal of that data.

Links to Other Websites

Our website contains links to other websites that are not owned or operated by us. If you click on a third-party link, you will be directed to that third party's site. We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services. We strongly advise you to review the Privacy Policy of every site you visit.

Changes to this Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page. You are advised to review this Privacy

Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Security and Hold Harmless

To protect your Personal Data from unauthorized access and use, we use security measures which include software safeguards, secured files, and secured buildings. You should be aware, however, that regardless of safeguards used there is always some risk of unauthorized access to data. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security. By utilizing Boots2Roots' services, you agree to hold Boots2Roots harmless for any unauthorized access or breach of information security.

Contact Us

If you have any questions about this Privacy Policy, you can contact us:

- By email: boots2roots@boots2roots.org
- By visiting this page on our website: www.boots2roots.org