

Verified Volunteers

A division of Sterling Talent Solutions

Privacy Policy

Last Updated: June 21, 2016

Verified Volunteers, a division of Sterling Talent Solutions (“Company,” “we,” “us,” or “our”) provide this Privacy Policy because we know that you care about how your information is collected, used, shared, and retained. This Privacy Policy applies to information collected when you visit <https://app.verifiedvolunteers.com> (the “Site”). This Privacy Policy also applies when you (i) become a Registered User or Registered Client, as applicable, or (ii) use the services made available via the site from time to time (the “Services”). By visiting the Site, registering, or using the Services, you are consenting to our collection, use, disclosure, and retention of your information as set forth in this Privacy Policy.

This Privacy Policy does not apply to the privacy practices governing the relationship between our Registered Clients and Registered Users, including any volunteer relationship that may arise. Rather, such relationships are governed by the parties’ respective privacy policies, over which we have no control.

Important Notice to Non-U.S. Residents

The Site, the Services and their servers are all operated in the United States. If you are located outside of the United States, please be aware that any Personal Information (as defined below) you provide to us and/or that we collect from you will be transferred to, processed, and used in the United States in accordance with the terms set forth in this Privacy Policy. By using the Site and the Services and/or providing us with any Personal Information, you hereby irrevocably and unconditionally consent to such transfer, processing, and use in the United States.

Information Collected

When you use the Services, you may provide us with personally identifiable information about you and your company that may include, but is not limited to, your company name, your name, title, e-mail address, postal address, and telephone number (collectively, the “Personal Information”). Personal Information may also include your date of birth (“DOB”), and Social Security Number (“SSN”), which will be used only for the purposes set forth below.

We do not collect any Personal Information from you when you use the Site and the Services unless you provide it voluntarily (for example, by registering).

When you visit or use the Site and/or the Services, we may automatically collect non-personal information, such as domain names, IP addresses (which may consist of a static or dynamic IP-address, and will sometimes point to a specific identifiable computer or device), browser type, operating system, access times, referring/exit web site addresses, information regarding your experience with our Site and Services, and other data (collectively, “Other Information”). This

Other Information is used by Company for the operation and improvement of the Site and the Services and to track Site trends and statistics. This Other Information does not personally identify you.

Where applicable, if you choose to access, or log in to, the Site and/or the Services using your Google, Facebook, Yahoo, or other accounts accepted by Company, the third-party site will share with us certain Personal Information and Other Information. This information may include, without limitation, your name, email address, company name, and the country you have specified upon registration, along with any other information necessary in order to enable us to identify you. By logging in with any of these accounts, you will be authorizing us to access, and we will obtain, such information, and we will use the same in accordance with this Privacy Policy.

We may also use analytics products to collect Other Information from time to time including, but not limited to, Google Analytics.

Use of Cookies

We may use both session cookies (which expire once you close your web browser) and persistent cookies (which stay on your computer until you delete them) and other technologies to help us collect Other Information and to enhance your experience using the Site and the Services. Cookies are small text files a web site can use to recognize a repeat visitor to the web site. We may use cookies for various purposes, including:

- To help you navigate our The Site and the Services;
- To facilitate the sign up and login process for our Site and the Services;
- To personalize your experience;
- To analyze which pages are visited most frequently;
- To provide features such as social sharing widgets and videos; and
- To measure advertising and promotional effectiveness.

If you do not want Company to deploy cookies in your browser, you can opt out by setting your browser to reject cookies or to notify you when a web site tries to put a cookie in your browser software. If you choose to disable cookies in your browser, you can still access most of the Site and the Services; however, your ability to use some of the features may be affected.

Credit Card Processing

We use a third-party service provider to manage credit card processing. Under our agreement with this service provider, it is not permitted to store, retain, or use your Personal Information or your billing information except for the sole purpose of credit card processing on our behalf. In certain cases, we may have access to the last four digits of your credit card number, its expiration date, and the billing address (collectively, the “Billing Information”), which we will use solely to assist us in providing you better and more efficient customer service. In addition, we and our service provider may use any information processed pursuant to this section at an aggregate level for internal business analyses and fraud prevention.

Communications on the Site

Any Personal Information or other content that you choose to submit to our blogs (the “VV Blogs”) via the Site may be read, collected, or used by others who visit the Site, the VV Blogs or register to use the Services. Company is not responsible for the Personal Information or other content that you choose to submit to the VV Blogs.

Any content or Personal Information you submit to the VV Blogs may also appear in search engine results (such as Google, Yahoo!, and Bing), in the cache of those search engines, in feeds, and on third-party sites pursuant to cobranding agreements. We have no control over updating and/or removal of such content or Personal Information, which is the sole responsibility of the search engines, third-party sites, and RSS web feed resources. You agree and acknowledge that Company is not liable for any information that you submit to the VV Blogs which is published in search results, by any third-party site, in any RSS web feeds, or elsewhere. We strongly discourage your posting on the VV Blogs any content or Personal Information that you do not want others to see or use.

We do not and cannot review all communications and materials posted to or created by users that contribute to the VV Blogs. You acknowledge that by providing you with the ability to post, view, and distribute communications, content, and Personal Information on the VV Blogs, Company is merely acting as a passive conduit for such distribution and is not undertaking any obligation or liability relating thereto. Company reserves the right, although we have no obligation, to block or remove communications, content, Personal Information, or other submissions to the VV Blogs, for any reason, in our sole and absolute discretion.

Use, Sharing, or Disclosing of Information

We may use your Personal Information, Other Information, and Billing Information (collectively, the “Information”) in a manner that is consistent with this Privacy Policy. If you provide Information for a certain reason, we may use such Information in connection with the reason for which it was provided. You have the right to correct or modify your Personal Information and Billing Information directly. See, “How to Access and Update Your Personal Information” and “How to Contact Us” below.

Your DOB will be used in conducting background checks to help accurately match search results to you. Your DOB may also be provided to an organization that has entered into an agreement with Verified Volunteers (each, a “Registered Client,” as defined in the Terms of Service), provided that you have authorized the Registered Client to view your background check. Your DOB will not be publicly displayed to members of the VV community. Your DOB will not be used for any other purpose.

Your SSN will be used for the purpose of generating a Social Security Trace (this use is authorized during the background consent process), which identifies prior names and addresses you may have used. Your SSN will not be provided to a Client, Registered Client or any other member of the Volunteer Community although, with your consent, the last 4 digits of your SSN will be displayed to a Registered Client as part of your background check. Your SSN will not be

used for any other purpose. The Volunteer Community includes volunteers registered on the Site and Registered Clients (including Registered Clients' authorized users).

If we intend on using any of your Information in any manner that is not consistent with this Privacy Policy, you will be informed of such anticipated use prior to or at the time at which the Information is collected. You may choose not to submit your Personal Information at any time, but that decision may prevent you from accessing and/or using certain parts of the Site and the Services.

We may block users located in certain countries from using the Site and the Services. We may retain and use your Information for as long as is required to fulfill our business objective, even after your account is terminated.

We will not share your Personal Information with third party marketers for their own and third party direct marketing purposes.

We use and may share the Information to provide and improve the Site and the Services; deliver correspondence, communications, or services, such as newsletters, events or training; solicit your feedback, and inform you about the Site and the Services, our products and services and the products and services of our promotional partners. Also, we may use the Information as described below.

- We may analyze your Personal Information and Other Information in aggregate form which does not identify you personally. We may share this aggregate data with our affiliates and business partners. We may also disclose aggregated user statistics in order to describe the Site and the Services and for other lawful purposes.
- We may share, disclose, or provide your Information to third parties: (i) when required to combat fraud or to protect our interests; (ii) to enforce the Privacy Policy, the Terms of Use, and/or the applicable Terms of Service; (iii) when required to do so by law or in response to legal process or lawful requests, including from law enforcement or government agencies; (iv) within and among our affiliates and subsidiaries; or (v) disclose and transfer your Information as part of a merger, sale of a business, sale of assets, or dissolution.
- We may employ other companies and individuals to perform functions on our behalf. Examples may include providing hosting and network services, information technology support, and customer service. These other companies will have access to the Information only as necessary to perform their functions and to the extent permitted by law.
- Company and its affiliates may retain, aggregate and use any Other Information collected in connection with any use of the Site and the Services both during your use of the Site and the Services and after such use has ended.

Opt-Out

If you wish to opt-out of receiving marketing and promotional emails from us regarding our products and services, please send an email with your name and address to TheAdvocates@verifiedvolunteers.com.

Information Security

We take commercially reasonable steps to protect your Information from loss, misuse, and unauthorized access, disclosure, alteration, or destruction. Please understand, however, that no security system is impenetrable. We cannot guarantee security, or that the information that you supply will not be intercepted while being transmitted to and from us over the Internet. In particular, e-mail sent to or from the Site may not be secure, and you should therefore take special care in deciding what information you send to us via e-mail. Therefore, you acknowledge and agree that we assume no liability regarding theft, loss, alteration, or misuse of Information, including, without limitation, such Information that has been provided to third parties or other users, or with regards to the failure of a third party to abide by the agreement between us and such third party.

The information you provide upon registration is also protected by a User ID and Password. You should not disclose your User ID and Password to anyone and you should always remember to log off if using a shared computer. You are solely responsible for maintaining the confidentiality of your User ID and Password, and for any use of your User ID and Password, whether or not you have authorized such use.

Links to Third-Party Sites

This Privacy Policy applies only to the Site and the Services. The Site may include links to third-party sites, which you may visit and/or use at your own discretion. However, please remember that Company has no control over these third-party sites including, but not limited to, their privacy practices. If you visit, use and/or submit information to any of these third-party sites, your information is subject to their privacy statements. You should check the applicable third party privacy policy and terms of use when visiting these third-party sites, and any other site, before providing any information. Verified Volunteers will not transmit your Personal Information to these third-party sites without your prior consent.

Changes to this Privacy Policy

This Privacy Policy is effective as of the date stated at the top of this Privacy Policy. We may change this Privacy Policy from time to time. Please be aware that, to the extent permitted by applicable law, our use of your Information is governed by the Privacy Policy in effect at the time we collect the information. If you visit the Site or use the Services after a change to this Privacy Policy is posted, you will be bound by such change. Please refer back to this Privacy Policy on a regular basis.

How to Access and Update Your Personal Information

You can keep your Personal Information accurate, complete, and up to date by visiting www.verifiedvolunteers.com, and accessing your Volunteer Profile.

How to Contact Us

If you have questions about this Privacy Policy, please contact Company via e-mail at: TheAdvocates@verifiedvolunteers.com with “PRIVACY POLICY” in the subject line or write to us at: Verified Volunteers, 113 South College Avenue, Fort Collins, Colorado 80524.

General

This Privacy Policy is governed by the laws of the State of New York, and all disputes arising hereunder will be resolved in state or federal court located in New York County, New York. You may not assign this Privacy Policy without our prior written consent. This Privacy Policy binds the parties, their successors and permitted assigns. Except for Client Terms of Service, Verified Volunteers Terms of Service, and MSAs, as applicable, this Privacy Policy and the Terms of Use constitute the entire agreement between Company and you regarding the Site and the Services.