

Community Funding Accelerator Privacy Policy

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PRIVACY POLICY

Last Updated: September 11, 2023

This Privacy Policy describes the privacy practices of the Community Funding Accelerator (“CFA”). CFA supports and uplifts community organizations, education agencies, researchers, and coalitions that work to advance education innovation, better connect education and workforce, and improve economic mobility. Through our website and related services, we enable users to find, apply for, and implement various competitive federal grants (collectively, “Service” or “Services”).

When you use our Services to apply for grants, you direct us to disclose your information to our partners to facilitate your application.

Personal Information We Collect

Information you provide to us may include:

- **Contact details**, such as your first and last name, email address, phone number, organization and professional title.
- **Information about your background**, such as your prior experience with federal grants, to verify that the organization/coalition that you represent is eligible for a given grant, and to assess the level of support you may require to apply for grants.
- **Communications** that we exchange with you, including when you respond to our surveys (including post grant-submission capacity assessment) or contact us with questions, feedback for the Services we are providing you, or otherwise.

Automatic data collection. Using cookies, web beacons and other tracking tools, we and our service providers may automatically log and combine information about you, your computer or mobile device, and your interaction over time with the Services, online resources, and our communications, such as:

- **Device data** such as your computer's or mobile device's operating system type and version, manufacturer and model, browser type, screen resolution, device type (e.g., phone, tablet), IP address, unique identifiers, language settings, and general location information such as city, state, or geographic area.
- **Online activity data** such as pages or screens you viewed, how long you spent on a page or screen, the website you visited before browsing to the Services, navigation paths between pages or screens, information about your activity on a page or screen, access times, duration of access, and whether you have opened or otherwise engage with our communications, such as our marketing emails or clicked links within them.

Information we obtain from other sources:

- **Social media information.** We may maintain pages on social media platforms, such as Facebook, Twitter, and LinkedIn. When you visit or interact with our pages on those platforms, you or the platforms may provide us with information through the platform.
- **Other sources.** We may obtain personal information from other third parties, such as marketing partners, publicly-available sources, and data providers.

How We Use Personal Information

We use personal information for the following purposes:

Provide our Services. We use personal information to facilitate your application for competitive federal grants and, after vetting, provide select users with related support, and to otherwise operate, maintain, and provide you with our Services.

Communicate with you about grants and our Services, including to respond to your requests, inform you of grant opportunities that might fit your needs, provide user support, and communicate with you about our Services, including by sending announcements, surveys, updates, security alerts, and support and administrative messages.

Improve, monitor, and personalize the Services, including by understanding your needs and interests, and personalizing your experience with the Services and our communications.

Research and development. We may use personal information for research and development purposes, including to analyze and improve the Services and our business. As part of these activities, we may create or use aggregated, de-identified or other anonymized data from personal information we collect. We make personal information into anonymized data by removing information that makes the data personally identifiable to you. We may use this anonymized data plus share it with third parties for our lawful business purposes, including to analyze and improve the Services and promote our business.

Direct marketing. We may send you direct marketing communications, including by email. You may opt out of our marketing communications as described in the “Privacy Rights and Choices” section below.

Compliance and protection. We may use personal information to comply with legal obligations, and to defend us against legal claims or disputes, including to:

Protect our, your or others’ rights, privacy, safety or property (including by making and defending legal claims).

- Audit our internal processes for compliance with legal and contractual requirements and internal policies.
- Enforce the terms and conditions that govern the Services.

- Prevent, identify, investigate and deter fraudulent, harmful, unauthorized, unethical or illegal activity, including cyberattacks and identity theft.
- Comply with applicable laws, lawful requests and legal process, such as to respond to subpoenas or requests from government authorities.

How We Disclose Personal Information

We may disclose personal information to:

Service providers. Companies and individuals that provide services on our behalf or help us operate the Services or our business (such as hosting, information technology, user support, email delivery and website analytics services).

At your direction. When you submit an application for a grant and require assistance with your application, we may forward to our partners to evaluate your organization for eligibility for additional technical support. Our partners may also use that information for reporting and financial accountability. With your consent, our partners could also use the information to prepare stories, case studies, lessons learned, forums or other initiatives.

Professional advisors. Professional advisors, such as lawyers, auditors, bankers and insurers, where necessary in the course of the professional services that they render to us.

Authorities and others. Law enforcement, government authorities and private parties, as we believe in good faith to be necessary or appropriate for the compliance and protection purposes described above.

Business transferees. Acquirers and other relevant participants in business transactions (or negotiations for such transactions) involving a corporate divestiture, merger, consolidation, acquisition, reorganization, sale or other disposition of all or any portion of the business or assets of, or equity interests in, CFA (including, in connection with a bankruptcy or similar proceedings).

We do not sell your personal information or share it with third parties for targeted advertising purposes.

Privacy Rights and Choices

Opt-out of marketing communications. You may opt out of marketing-related emails and other communications by following the opt-out or unsubscribe instructions in the communications you receive from us or by contacting us as provided in the “How to Contact Us” section below. You may continue to receive Services-related and other non-marketing emails.

Personal information requests. We offer you choices that affect how we handle your personal information. Depending on your location and the nature of your interactions with our Services, you may request the following in relation to your personal information:

- **Information.** You can request information about how we have collected, used and shared your personal information during the past 12 months. We describe the sources through which we collect personal information and the types of personal information collected in the “Personal Information We Collect” section above. We describe the purposes for which we use and disclose this information in the “How We Use Personal

Information” section above and the “How We Disclose Personal Information” section above.

- **Access.** You can request a copy of the personal information that we maintain about you.
- **Correction.** You can request the correction of personal information that is inaccurate or out of date.
- **Deletion.** You can ask to delete the personal information that we maintain about you.

To make a request, please email us or write to us as provided in the “How to Contact Us” section below. We may ask for specific information from you to help us confirm your identity. Depending on where you reside, you may be entitled to empower an authorized agent to submit requests on your behalf. We will require authorized agents to confirm their identity and authority, in accordance with applicable laws. You are entitled to exercise the rights described above free from discrimination.

Limits on your privacy rights and choices. In some instances, your choices may be limited, such as where fulfilling your request would impair the rights of others, our ability to provide a service you have requested, or our ability to comply with our legal obligations and enforce our legal rights. If you are not satisfied with how we address your request, you may submit a complaint by contacting us as provided in the “How to Contact Us” section below.

Limit Online Tracking. Here are some of the ways you can limit online tracking. Please note that these opt-out tools are not associated with CFA, and we cannot guarantee that these tools work as their providers advertise them:

- **Block Cookies:** Most browsers let you remove or reject cookies. To do this, follow the instructions in your browser settings. Many browsers accept cookies by default until

you change your settings. Use the following links to learn more about how to control cookies and online tracking through your browser:

- [Firefox](#); [Chrome](#); [Microsoft Edge](#); [Safari](#)

Use Privacy Plug-Ins or Browsers: You can block our website from setting third party cookies/trackers by using a browser with privacy features, like [Brave](#), or installing browser plugins like [Privacy Badger](#), [DuckDuckGo](#), [Ghostery](#) or [uBlock Origin](#), and configuring them to block third party cookies/trackers. You can also install a browser add-on to opt out of [Google Analytics](#).

Note that the above opt-out mechanisms are specific to the device or browser on which they are exercised. You will need to opt out on every browser and device that you use.

Do Not Track. We currently do not respond to “Do Not Track” or similar signals. Learn more about “Do Not Track” here.

Other Sites and Services

Our Services may contain links to websites and other online services operated by third parties. In addition, our content may be integrated into web pages or other online services that are not associated with us. These links and integrations are not an endorsement of, or representation that we are affiliated with, any third party. We do not control websites or online services operated by third parties, and we are not responsible for their actions. This Privacy Policy does not apply to such third-party sites or services.

Security

We have implemented organizational, technical and administrative measures designed to protect against unauthorized access, misuse, loss, disclosure, alteration and destruction of personal information we maintain. Unfortunately, data transmission over the Internet cannot be

guaranteed as completely secure. Therefore, while we strive to protect your personal information, we cannot guarantee the security of personal information.

Children's Privacy

Our Services are not intended for use by children under 13 years of age. If we learn that we have collected personal information through the Services from a child under 13 without the consent of the child's parent or guardian as required by law, we will delete it.

Retention of Personal Information

Where required under applicable laws, we retain personal information only for as long as is necessary to fulfill the purposes for which it was collected and processed, in accordance with our retention policies, and in accordance with applicable laws and regulatory obligations.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of personal information, the purposes for which we use personal information and whether we can achieve those purposes through other means, and the applicable legal and regulatory requirements.

Changes to This Privacy Policy

We reserve the right to modify this Privacy Policy at any time. If we make material changes to this Privacy Policy, we will notify you by updating the date of this Privacy Policy and posting it on the website, or as otherwise required by law.

How to Contact Us

If you have any questions or comments about this Policy, our privacy practices, or if you would like to exercise your rights with respect to your personal information, please contact us by email at info@communityfundingaccelerator.org.

