

MY HOME LIBRARY HOUSTON PRIVACY POLICY

Our Commitment to Privacy

The Barbara Bush Houston Literacy Foundation ("FOUNDATION", "we" or "our") has created this privacy policy in order to demonstrate our firm commitment to protecting the privacy of personal identifying information about our users. Our commitment to you is that we will use our best efforts not to disclose information collected from you, other than as described in this policy. The following discloses in detail our information collection, utilization and dissemination practices for the FOUNDATION, My Home Library Houston (the "Service"), located at www.MyHomeLibraryHouston.org (the "Site").

In short, our Privacy Policy is:

We will only use personal information you provide us according to the terms outlined in this document.

In order to participate in My Home Library Houston (the "Service"), you must provide a limited amount of information to work the FOUNDATION and its donor community to facilitate the purchase and distribution of new books to your organization's students/enrollees.

During registration Profile for My Home Library Houston, you may request in writing to your contact at the FOUNDATION to "opt out" of receiving communications from third parties about volunteering and other, non-volunteering, sales or service opportunities or activities.

We WILL NOT provide your personal identifying information (e.g., name, contact information or volunteer information) to third parties who are not Authorized Users of the My Home Library Houston service (e.g., book publishers and book vendors), unless you indicate otherwise.

WHAT INFORMATION DO WE COLLECT?

Information supplied by Authorized Users and may include, but are not limited to, organizations' name and contact information, organizations' staff, student and/or enrollee's complete name, instructor, gender, and grade level. Accordingly, we have no editorial control over such data. Any data, services, offers, or other information provided by Authorized Users are those of the respective Authorized Users and not the FOUNDATION. We do not endorse, nor are we responsible for investigating or ensuring the accuracy of, any such data, and we retain the right to modify, update, designate as inactive, or remove any data at any time. We have the right, but not the obligation, to monitor and review the data and Authorized Users' accounts to determine compliance with the Terms of Use, laws, or regulations.

In addition, the FOUNDATION collects certain information, which cannot be used to personally identify any user ("Non-Personal Data"). Non-Personal Data ordinarily includes aggregate, summary, or other anonymous data, and may include, by way of example, statistics regarding total students/enrollees served, total number of home libraries distributed, popularity of particular pages within the Site, or information regarding types of Internet browsers used by Authorized Users. We also collect Non-Personal Data about each Authorized User's IP address to help diagnose problems with our server, and to administer our web site, but such IP addresses are not associated with individual account profiles or registration information.

When using the Service, we may create "cookies" on your computer for purposes of facilitating and maintaining your current user session, and may collect Personal Data using those cookies in order to enable the FOUNDATION to identify you in connection with the Service and to track use of the Service for purposes consistent with this policy.

HOW DO WE USE AND DISCLOSE COLLECTED INFORMATION?

The FOUNDATION uses Personal Data as needed to provide the Service, to facilitate the purchase and distribution of new books to your organization's students/enrollees, conduct outreach for potential donors and to communicate with Authorized Users and Affiliate organizations. We also use both Personal Data and Non-Personal Data when evaluating ways to improve the Site and the Service. As further described below, we may disclose collected information, including Personal Data, to certain third parties in connection with providing the Service or as required by law. We will not use or disclose collected information in ways substantially different from what is described in this policy, unless otherwise required by law.

The FOUNDATION also uses information collected through the Site and the Service to communicate promotional information to Authorized Users ("Promotional Information"). Promotional Information may include materials about volunteering, your local volunteer center and the FOUNDATION, nonprofit organizations, government agencies or community businesses participating in the Service, and/or about our business partners and affiliates. The FOUNDATION will refrain from sending Promotional Information to Authorized Users who "opt out" of receiving such information. The FOUNDATION offers all Authorized Users the opportunity to recommend the Site and Service to others. If you provide any

such recommendations, please note that we will identify you by name as having made the recommendation. Also, we may attempt to contact the individual and/or entity through e-mail(s) in order to invite them to visit the Site. We also provide these contacts with the opportunity to "opt-out" of receiving Promotional Information.

The FOUNDATION will respect your preferences, as you may indicate to us in writing, regarding whether it is permissible for us to make disclosures of Personal Data other than the disclosures described above. If you indicate that we may make such disclosures, depending upon your selections, may contact you to provide information about volunteering (these communications should not include solicitations for funds or other support). Additionally, if you so select, the Service may contact you on behalf of business partners and sponsors of the FOUNDATION with information about goods or services they provide, which if purchased, also provide financial support to the Service.

YOUR CHOICES: OPTING-IN OR OPTING-OUT OF OPTIONAL COMMUNICATIONS AND DISCLOSURES

Because the FOUNDATION respects your privacy, we provide certain opportunities for you to indicate your preferences regarding how we use and/or disclose information collected about you from the Site and the Service. Each Authorized User may indicate their preference to "opt out" of receiving information from the FOUNDATION, or "opt in" to receiving communications from business partners and sponsors of the FOUNDATION. Each Authorized User may indicate or update such preferences at any time in writing to the FOUNDATION.

The Site may contain links to other web sites, including those that may have their own posted policies regarding the collection and use of your personal information. The FOUNDATION is not responsible for the privacy practices or the content of such other web sites and we encourage our users to read the privacy statements of every web site before providing any personal information.

ACCESSING YOUR PERSONAL DATA

Each Authorized User is assigned a unique username and password that enables his, her or its access to the Service. We monitor the use of the usernames and passwords in order to collect and maintain records of all individual transactions conducted through the Service by Authorized Users, and those records are associated with each Authorized User's individual "Organization" within the Service.

Authorized Users may access their Organization at any time to update Personal Data contained within that profile. Subsequent uses or disclosures of information by the FOUNDATION will reflect those changes. Certain information is necessary in order for the FOUNDATION to provide the Service; therefore, if you delete such necessary information, you will not be able to use the Service.

Our Commitment to Data Security

Access to Personal Data is physically restricted within the FOUNDATION's own offices and facilities. Therefore, the FOUNDATION's employees are granted access to your Personal Data as necessary to perform specific jobs and tasks (e.g., performing customer service).

Please be aware that, although we endeavor to provide reasonable security for information in our possession and control, no security system can protect against all potential security breaches. Furthermore, Authorized Users are responsible for safeguarding the confidentiality of passwords to the Service. If you have any questions about our security measures, please contact us using Support@MyHomeLibraryHouston.org.

CHANGES TO THIS POLICY

If we change our privacy policy, we will post those changes on the Site so that users are always aware of what information we collect, how we use it, and under what circumstances, if any, we will disclose it. Any such posted changes will be effective upon posting. Your continued access to and/or use of the Site or Service constitutes your assent to, and acceptance of, this policy, including all posted changes.

CONTACTING THE FOUNDATION

If you have any questions about this privacy policy, please contact the Barbara Bush Houston Literacy Foundation, 7878 San Felipe, Suite 250, Houston, Texas 77063, (346) 212-2310, Support@MyHomeLibraryHouston.org.