



STEM & LEAF CORPS

— Innovation-Education-Service —

The STEM & Leaf Corps Privacy Policy

Last Modified: December 14, 2020

1. Introduction

We at The STEM & Leaf Corps care about the privacy of your personal information and that of your children very seriously. Please read the following to learn more about our Privacy Policy (the “Policy”). By using or accessing The STEM & Leaf Corps Services in any manner, you acknowledge that you accept the practices and requirements outlined in this Policy, and you hereby consent that we will collect, use, and share your information in the following ways. Unless otherwise noted, all terms have the same definition as in The STEM & Leaf Corps Terms of Service.

2. Information that The STEM & Leaf Corps Collects

The STEM & Leaf Corps collects different information depending on whether you use the services as a Mentor or as on behalf of a Mentee (such as a parent or guardian of a Mentee). The information collected is as follows:

2.1. Information Collected for All Users

Voluntarily Disclosed Information

When you use the Services, you will have the opportunity to provide us with some information directly. For example, the applications for Mentees and Mentors will include but is not limited to ask for contact information, name, GPA, and grade level of student, and school student attends.

2.2. Information Collected on Behalf of Mentees

Information Collected in Applications

When you apply for a STEM & Leaf Program (e.g. Special Topics Programs), this information will be provided to the Mentors to make decisions on Program participation and to help them provide appropriate accommodations during sessions with Mentees. This may also be used to help identify other Mentors that are best suited to teach you and what topic you would like to learn. Mentee and Mentor names and information from the application will be stored to record participation in the program.

Information Collected During and After Mentorship Sessions

Mentors are instructed to follow The STEM & Leaf Corps Mentor Commitment, which requires Mentors to not disclose any personally identifiable information about a Mentee except in limited circumstances. Mentors send a report following sessions to The STEM & Leaf Corps after a session occurs, which discloses the names of Mentees involved, the duration of the meeting, and their general feedback from the experience. This is used by The STEM & Leaf Corps to develop and improve the Services and ensure compliance with The STEM & Leaf Corps Terms.

Optional Surveys and Testimonials

Mentees may be asked to complete optional oral, written, and or electronic surveys to determine the efficacy of each Program and improve Mentor teaching. Students may also be asked to provide video or written testimonials. If students indicate that they would like to provide a testimonial, their information may be stored and publicly displayed as provided in Disclosure of Information until such time as the provider of testimonial requests removal of data from public distribution and STEM & Leaf ownership.

2.3 Information Collected on Behalf of Mentors

Membership

Per the Mentor Commitment, all Mentors must be Members of The STEM & Leaf Corps. Application information as well as volunteer hours will be stored on behalf of the student for such purposes including verification for graduate applications, letters of recommendation, etc. Participation in the Special Topics Program requires submission of The STEM & Leaf Corps Mentor Agreement.

The STEM & Leaf Journal

By submitting for publication in The STEM & Leaf Journal, you must provide information including the publication, name, contact information, for publication. You waive creative and

copyright rights to that specific publication (you may not request that your article be removed after submission), however you retain the rights to re-publish in another outlet.

3. Use of Collected Information

The STEM & Leaf Corps uses the information collected as described above to develop and maintain the Services, comply with legal obligations, and for any purpose for which you provide consent.

We may communicate with you via email or other messaging systems to verify your participation, notify you about our privacy practices and activity on the programs, inform you of changes to our policies and procedures, or to otherwise facilitate the operation of the programs.

4. Disclosure of Information

STEM & Leaf may disclose the information above in the following circumstances:

- **Third-Party Services and Contractors** — The STEM & Leaf Corps may employ other companies and people to perform tasks on our behalf and, from time to time, may need to share your information with them to provide services to you. For example, we may use third-party services to host our web application and store user data. Any information shared for such purposes will be limited and will only include what is needed to provide the service, and The STEM & Leaf Corps has worked to confirm that these service providers do not disclose information to others except as is consistent with this Policy.
- **Public Information** — Please note that any information you submit in a public portion such as written testimonials about the program or video recordings may be used by The STEM & Leaf Corps to help with advertising for the program unless otherwise directed by the individual who submitted. Accordingly, only include information in such submissions that you are comfortable sharing with third parties or the general public. STEM & Leaf reserves exclusive rights to testimonials until such time as the provider of testimonial requests removal of data from public distribution.
- **Business Transfers** — if The STEM Leaf Corps is acquired by another company, goes into dissolution, or otherwise transfers ownership or assets, The STEM & Leaf Corps may transfer the information it has as part of that transaction.
- **Aggregate Usage Information and Analytics** — We may de-identify your personal information so that you are not identified as an individual and use that information for any business purpose, including for analyzing demographic and usage information or to

help identify new partners and companion services. Publicly reported statistics such as student-contacts, unique student-contacts, volunteer hours will be aggregated and will not include any personally identifiable information.

- Legal Compliance— We reserve the right to access, read, and disclose any information that we believe in our sole discretion is necessary to comply with law or court order; enforce or apply our Terms of Service and other agreements; or protect the rights, property, or safety of The STEM & Leaf Corps, our members, our users, or others

5. Data Security and Storage

The STEM & Leaf Corps recognizes the importance of data security and has implemented measures designed to protect the security, integrity, and confidentiality of your personal information. Implemented measures include providing data access only to current officers of The STEM & Leaf Corps, except in certain circumstances warranting additional Member access, in which the access is time and person limited. We endeavor to protect the privacy of your personal information we hold in our records.

6. Modification and Deletion of Information

You may request that we delete your information and your data from The STEM & Leaf Corps by contacting us at stemleaf.corps@gmail.com. Please note that if you request removal of your information you may be unable to continue to utilize our services.

7. Changes to the Policy

It is our policy to post any changes we make to our privacy policy on this page. If we make material changes to how we treat our mentors' and mentees' personal information, we will notify them by email. The date the privacy policy was last revised is identified at beginning of this policy. You are responsible for ensuring we have an up-to-date active and deliverable email address for you.

9. Contact Information

For any inquiries about this privacy policy and our privacy practices, contact us at: stemleaf.corps@gmail.com.