

Effective August 28, 2024

## **Privacy Policy**

### **1. Introduction**

This Privacy Policy (the “Policy”) which outlines our policies and procedures regarding the information that Symbiotic STEM (“Symbiotic STEM,” “we,” or “us”) collect from users (“you”) through your use of our website and related services (the “Services”). We care about your privacy and want to make sure you understand how your information is collected, used, and disclosed. Please read this Policy carefully.

Unless otherwise indicated, all terms have the same definitions as those in the Symbiotic STEM [Terms of Service](#), the agreement governing your access to the Services.

By using or accessing the Services in any manner, you consent to the practices and requirements outlined in this Policy.

### **2. Children Under 13 Years of Age**

Children under the age of 13 are not permitted to use, access or register on these Services in any way. We do not knowingly collect or solicit information from anyone under the age of 13. If we learn that Symbiotic STEM has collected personal information from a child under the age of 13, we will delete that information as quickly as possible.

### **3. Information Collected**

We collect information from you in the following ways:

#### **a. Automatically Collected Information**

Whenever you interact with the Symbiotic STEM website, we automatically collect and store information that your browser shares with us. This information includes, your IP address, your device identification, which browser you are on, the page/feature you requested, and the last page you visited before reaching our Services. Your browser likely has settings that can control what information you share when you access our services. You can use those settings, but please be aware that disabling some of these may impact how you are able to use the Services.

Symbiotic STEM and its partners may opt to use “cookies,” “session tokens,” or other automated mechanisms to collect information about you on the Services. Cookies are small files that are stored on your browser or smartphone’s temporary files. They make use of the Services easier to navigate by saving login information and preferences and recalling other aspects of your use of the Services. Your smartphone or browser may allow you to disable cookies, but doing so may impair some of the functionality of the Services.

#### **b. Voluntarily Disclosed Information – Mentors and Mentees**

When you sign up to be a volunteer Mentor or Mentee, we may collect certain information from you in order to best connect Mentors to Mentees. This information includes, but is not limited to your:

- Name;

- Photo;
- Geographical location;
- Contact information, including e-mail address and phone number;
- Institutional affiliations;
- Interests and experiences within the STEM fields;
- Aspects about your personal identity and languages that you speak; and
- Your interest in different forms of participation in mentorship programs.

We may also send a survey asking you to reflect on your experiences as a Mentor of Mentee and will collect any information submitted in response to those surveys.

c. Voluntarily Disclosed Information – Donations

Symbiotic STEM also provides a mechanism by which users can donate to Symbiotic STEM, either through an on-site donation link powered through PayPal or through donations arranged on the Facebook platform. If you elect to donate to us through these platforms, we receive some information about your donation, as well as some of your PayPal and/or Facebook account information. The information we receive is governed by your agreements with those services.

d. Voluntarily Disclosed Information – Mailing List & Contacting Us

When you contact us or share your email address to be informed of updates to the Services, we collect that content as well as your contact information.

**4. Use of Collected Information**

We use information that we collect about you or that you provide to us to provide services to you, to develop and maintain the Services, to comply with legal obligations, to raise funds for the support of these Services, and for any other lawful purpose provided for which you offer your consent.

**5. Disclosure of Information**

Some amount of information sharing is necessary in order for Symbiotic STEM to operate the Services. The following individuals may have access to your information:

- *Public Information* – some content, including but not limited to profile information for Mentors, is designed to be shared with Mentees and, in some circumstances, the general public.
- *With Your Consent* – we may ask to use and disclose your information for specific purposes related to our operation and development of the Services, including for purposes of fundraising and development. If you provide your consent, we will disclose information in the manner agreed to.
- *Symbiotic STEM and its contractors* – members of the Symbiotic STEM team, and any independent contractors we work with, may have access to user information as it is reasonably needed for the operation of these Services.
- *Third party service providers* – Symbiotic STEM may work with third-party providers in order to research, develop, operate, or improve these Services and any related services, and may share

user information with third party service providers as is needed for those service providers to provide services to Symbiotic STEM.

- *Business transfers* – If Symbiotic STEM is acquired by another organization, goes into dissolution, or otherwise transfers ownership or assets, Symbiotic STEM may sell or transfer user information as part of that transaction.
- *Legal compliance* – Symbiotic STEM may share information if we believe, in our sole discretion, that such disclosure is necessary in order to comply with any court order, subpoena, or other legal process, including an order to respond to any government or regulatory request, or if we believe such disclosure is necessary to enforce or apply our Terms of Service and other agreements, or if we believe disclosure is necessary or appropriate to protect the rights, property, or safety of Symbiotic STEM, our users, or others.
- *Data analysis* – Symbiotic STEM may share non-personally-identifiable data derived from user information for any business purpose, including for analyzing demographic and usage information or to help identify new partners and companion services.

## **6. Data Security & Storage**

We endeavor to protect the privacy of your personal information we hold in our records and actively work to prevent loss, unauthorized access, and alteration.

## **7. Changes to the Policy**

If Symbiotic STEM decides to change this Policy, we will post those changes on these Services so users can remain aware of its data practices. If we make material changes to how we treat our users' personal information, we will notify you through a notice on the Services. The effective date of the current version will be posted at the top of this Policy. Please check this page periodically for updates.

## **VII. Contact Information**

For any inquiries about this privacy policy and our privacy practices, please contact us at [contact@symbioticstem.org](mailto:contact@symbioticstem.org).