



Empowering People.
Empowering Change.

Privacy

Guild has created this privacy statement to demonstrate our commitment to maintaining the privacy of visitors to our website and users of our Internet services. This Privacy Policy is subject to change and interpretation by Guild.

Notice to Minors

If you are a minor you should not provide information to Guild without the consent of a parent or guardian.

Collection and Use of Information

Guild collects general information about the usage of this website as well as any personal information that you provide. The personal information we collect depends on how you use our website and services. We will not distribute this information in a manner inconsistent with this policy unless required by law to monitor site usage and improve the quality of our website, our web host may gather general information about the use of our site. They use Web server logs and industry-standard website statistics software to count the number of users who visit our website and to count the number of views of particular pages, as well as to track other general statistics about our website. They may also collect and retain data regarding your domain name, language, type of browser and operating system, Internet service provider, Internet protocol (IP) address, and the website from which you arrived at Guild's website. At times, our web host may share with third parties the aggregate information about overall usage of our website and other Internet services that they collect, in order to provide general information about their Internet services, sell advertising, or establish sponsorships or other business relationships. If you register for events or sign up for services online, Guild or its service provider will collect personal information necessary to process the transaction. This may include your name, address, telephone and fax numbers, e-mail address, and credit card number or other payment information. The personal information you provide is encrypted and sent to us using a secure method in order to assure that your personal information is securely and safely transmitted. However, no one can give an absolute assurance that information intended to be maintained as private, whether transmitted via the Internet or otherwise, cannot be accessed inappropriately or unlawfully by third parties. We have taken and will continue to take reasonable steps to ensure the secure and safe transmission of your personal information. All nonpublic information submitted to Guild shall be used by Guild and Guild employees, independent contractors, and volunteers solely for purposes of Guild's business operations. Guild may:

Disclose nonpublic information to third parties, to assist in providing services or for other business process for Guild. If so, Guild will work with its service providers to meet applicable privacy requirements.

Compile and publish statistical data with respect to users of the site.

Misuse or inappropriate disclosure of nonpublic information in a manner inconsistent with this policy is subject to appropriate action by Guild.

Payment information, such as your credit card detail, is collected only to process a transaction and is stored in an encrypted format and reasonable measures are taken to ensure your payment information is not vulnerable to theft or interception. We will not store or distribute



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your payment information in a manner that is not necessary for processing a transaction. We employ third parties to assist us in fulfilling order and other requests involving payment, and these third parties will have access to certain personal information in order to perform their services for us. We limit the use of all such personal information by these third parties to performance of such services. We take reasonable steps to obligate these third parties to handle information appropriately and confidentially.

Guild may make information concerning you, the website or Guild online services and the uses thereof available to law enforcement personnel and agencies as required by law or in order to enforce Guild's Terms of Use, and may disclose such information if required by law or a judicial or governmental order or subpoena. Where permitted by law, Guild may also disclose such information to law enforcement personnel and agencies, or use such information as part of legal process, in order to protect its property or in furtherance of an investigation regarding unauthorized access or any illegal activities.

When contacting Guild at any of the e-mail addresses, we may ask for certain personal information such as your name, e-mail address, telephone number, or fax number. When collected for this purpose, the information is used solely to verify identity and to provide the assistance you are requesting. Guild will not sell your e-mail address to any third party.

We reserve the right to send you certain communications relating to Guild such as service announcements, administrative and fundraising messages and the Guild Newsletter. If you wish to opt out of receiving communications, you will have the option to unsubscribe or you can contact us at the contact information listed below.

The Guild website may use cookies. Cookies are small data files that are sent by a website and stored on your computer. Cookies are used by most websites. Cookies can contain information about your use of our site, but they are not used to identify or track you personally. Cookies you receive from the Guild website do not contain any personally identifiable information. If you do not want to accept cookies from our website or any others, most Web browsers have a setting to turn off the automatic acceptance of cookies. However, you should be aware that portions of our website may not function properly if you do not accept cookies.

In the unlikely event that Guild or substantially all of the assets of Guild are acquired by a third party either in a bankruptcy court proceeding or otherwise, it is possible that your personal information would be one of the assets transferred. In such an event, Guild would take reasonable steps to require the third party to maintain its privacy policies and practices.

Links to Other Sites

Guild's website may contain many links to other websites. These other websites may send their own cookies to users, collect data or solicit personal information. Guild is not responsible for the privacy practices or the content of these other websites. Please check with the other sites to determine their privacy policies and how they may collect or use information.

Security

Guild takes seriously the security of your personal information. In the unlikely event that Guild



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believes that the security of your personal information in Guild 's possession or control may have been compromised; Guild may seek to notify you of that development. If a notification is appropriate, Guild would endeavor to do so as promptly as possible under the circumstances, and, to the extent Guild has your e-mail address, Guild may notify you by e-mail or as otherwise required by Minnesota Statutes Section 325E.61.

Limitations

This policy is not intended to, and does not, create any right or recourse on the part of any person as to any actual or alleged misuse or wrongful disclosure of information in violation of this policy or otherwise. Guild is not a financial institution or other entity required by law to adopt or publish this or any other privacy policy. Guild does not intend to – and denies that it does – by adoption or publication of this Privacy Policy subject itself to any stricter duty in its collection, handling, storage and disclosure of information than otherwise applies to Guild under applicable law. No person shall have any right or recourse against Guild on account of any violation or noncompliance with this Privacy Policy.

Contacting Guild

We welcome your comments, suggestions or questions about our privacy statement and Guild's privacy practices. We also welcome your request to elect not to receive certain forms of communication from Guild and third parties. Please contact us:

By e-mail at: marcomm@guildservices.org

By phone at: 651.925.8479

By fax at: 651.450.2221

By mail at:

Guild

Administrative Offices

Attention: Marketing Communications Manager

122 Wabasha St. S., Suite 400

St. Paul, MN 55107