

## **FSYF Privacy Policy**

**Effective August 14, 2014**

### **Summary**

This Privacy Policy describes how the Foreign Service Youth Foundation (FSYF) collects and uses the personally identifying information you provide on our Website at [fsyf.org](http://fsyf.org). It also describes the choices available to you regarding FSYF's use of your personally identifying information and the steps you can take to access this information and to request that we correct or delete it.

### **How We Collect and Use Your Information**

If you apply to become a member of FSYF, we will use the personally identifying information you provide (e.g., your name, address, email address, [current assignment post] and payment information) to follow up with you about your application and facilitate the application process. We will also use this information to remind you of an upcoming or current lapse of membership, annual payment of dues or an increase thereof, or other information pertinent to your FSYF membership status.

We also use this information to communicate regularly with you about FSYF upcoming programs, events, seminars, contests, and publications, including our quarterly newsletters, "Here, There, and Everywhere" and "Around the World". Any children over the age of 10 years who have a listed email address on the application will receive 8 quarterly newsletters. No other correspondence will be sent to minors ([unless requested in writing by a responsible adult]).

We use information submitted through our Website or collected through email or hard copy surveys to analyze the characteristics of our customers and improve our services. We will occasionally provide anonymized aggregated statistics about our members in reports made available to them, to third parties, or to the general public. These reports will not identify individual FSYF members.

### **[Tracking Technologies**

We use cookies [and other data collection technologies] on our site to:

- help you navigate our website;
- facilitate the sign up and login process for our services;
- [analyze which pages our site visitors visit (in aggregate, but does not link to an individual user account)];
- provide website features such as videos and webinars;
- to administer a contest, promotion, survey, or other site feature;
- measure advertising and promotional effectiveness; and
- assess which areas of our site you visit

A cookie is a small amount of data – typically stored as text file – that is placed on your computer or other device when you visit a particular website. Cookies do not store personal information about you, just information identifying your device.

Videos and other features on our site may use Flash cookies to collect and store your preferences such as volume. Flash cookies are different from browser cookies because of the amount of, type of, and how data is stored. Cookie management tools provided by your browser will not remove Flash cookies. To learn how to manage privacy and storage settings for Flash cookies click here:

[http://www.macromedia.com/support/documentation/en/flashplayer/help/settings\\_manager.html](http://www.macromedia.com/support/documentation/en/flashplayer/help/settings_manager.html)

Please note that some cookies may be placed by a third party service provider who performs some of these functions for us, such as YouTube or Vimeo. Please refer to the privacy policies and terms of use on third party service providers' websites for details on how they manage and use cookie information.

### **Information Automatically Collected By Our Site**

As is true of most Websites, FSYP gathers Web server log file information automatically such as your IP address, browser type, referring/exit pages, and operating system. FSYP uses this information to administer the FSYP Website, understand how visitors navigate through our Site and to enhance your experience while using our Site.

### **How FSYP Shares Your Personally Identifying Information**

FSYP does not sell, trade, or otherwise transfer your personally identifiable information to outside parties. This does not include trusted third parties that assist us in operating our Website, conducting our activities, or servicing FSYP members, so long as those parties agree to keep such information confidential. We may also release FSYP member information when we believe release is appropriate to comply with the law, enforce our site policies, or protect FSYP's other others' rights, property, or safety.

### **How FSYP Protects Your Information**

FSYP implements a variety of security measures to ensure the safety of your personal information. The FSYP.org website is hosted by Wild Apricot, a company with additional information about its security measures (see <https://support.wildapricot.com/KB/c8/security.aspx>) and a privacy policy that further explains how it manages and protects user data (see <http://www.wildapricot.com/privacypolicy>).

## **Third Party Links**

FSYF provides links to its sponsors who generously support FSYF programs and activities. FSYF provides a link to PayPal in order to facilitate payment via PayPal for FSYF membership and programs. FSYF provides a link to Amazon.com, which publishes selected FSYF publications. Wild Apricot, our web service provider, has a separate privacy policy. These third party sites have separate and independent privacy policies. FSYF therefore has no responsibility or liability for the content and activity of these linked sites. Nevertheless, FSYF seeks to protect the integrity of our Site and welcomes feedback about these third party sites.

Amazon's privacy policy is available at:

<http://www.amazon.com/gp/help/customer/display.html?nodeId=468496>

PayPal's privacy policy is available at:

<https://www.paypal.com/us/webapps/mpp/ua/privacy-full>

Wild Apricot's privacy policy is available at:

<http://www.wildapricot.com/privacypolicy>

## **Online Privacy Policy Only**

This Privacy Policy applies only to information gathered through FSYF's Website, and not to information gathered otherwise.

## **Terms and Conditions**

Please also visit our Terms and Conditions establishing the use, disclaimers, and limitations of liability governing the use of the FSYF Website.

## **Consent**

By using the FSYF Website, you consent to our Privacy Policy.

## **Opting Out**

Should you wish to discontinue the use of the FSYF.org website you may request the deletion of your account by contacting FSYF at:

Foreign Service Youth Foundation  
PO Box 50663  
Arlington, VA 22205  
Telephone: (703)731-2960  
Email: [fsyf \[at\] fsyf \[dot\] org](mailto:fsyf[at]fsyf[dot]org)

Be sure to include the name of the primary membership account holder and the email address used to create your online account. All removal requests will be processed as expeditiously as possible.

### **Changes to Privacy Policy**

Any changes to FSYP's Privacy Policy will be posted on this page.

*Last updated: August 14, 2014.*