



Privacy

WE TAKE YOUR PRIVACY SERIOUSLY

TMLU values your privacy and the privacy of other visitors and learners. This Privacy Policy describes what information we gather from you (a “User”), how we use that information and in some instances how we share that information. By using the TMLU Site, you expressly consent to the information handling practices described in this Privacy Policy.

WHAT INFORMATION WE COLLECT

Registration information:

If you register for a class, sign up for our newsletter or apply as a job applicant or volunteer, you may provide us with what is generally called “personally identifiable” information, including contact information (such as your name, email address, physical address and phone number) (“Contact Information”) and employment related information (such as your resume, employment history, online portfolio and your skills).

All Users

When you visit the TMLU Site, we automatically collect information relating to your activity on the site (including your Internet Protocol address, web browser type, the web pages or sites that you visit just before or just after the TMLU Site, pages visited on the TMLU Site and the dates and times that you visit). In addition, in the event that you opt in to receiving subscriptions from us (“Subscriptions”), comment on a blog posting or otherwise contact us or participate in an activity on the TMLU Site, you may provide us with Contact Information.

Cookies are a standard Internet technology that allows us to store and retrieve your login information on your system. When you visit the TMLU Site, we may send one or more cookies – small text files containing a string of alphanumeric characters – to your computer. We use both session cookies and persistent cookies. A session cookie disappears after you close your browser. A persistent cookie remains after you close your browser. By using these cookies, we can “remember” what you have done on the TMLU Site before and personalize the TMLU Site for you. You may choose not to use persistent cookies, in which case you should elect not to have your password stored during the login or user authentication process. Persistent cookies can be removed. Each web browser implements different functionality, so please refer to the technical support resources that are available in conjunction with your web browser to learn the correct way to modify your cookies set-up. Please note that disabling cookies may prevent you from accessing some of the functionality and site offerings available via the TMLU Site.

HOW WE USE INFORMATION WE COLLECT

General Uses

Depending on your interactions with TMLU, we may use information submitted by you in the following ways:



1. as part of the registration process if you apply to become a TMLU online or classroom training/seminar participant or to receive information from us;
2. to send information to you relating to TMLU and/or your professional interests ;
3. to contact you regarding feedback and surveys;
4. to provide you with Subscriptions and offers;
5. to send promotional or marketing messages, provided you have the opportunity to opt-out of receiving such messages; and/or
6. to address any legal issues pertaining to TMLU.

We also use your information: (a) for purposes of operating and maintaining the TMLU Site; (b) to understand the usage trends and preferences; (c) to improve the way the TMLU Site works and looks; (d) to improve our marketing and promotional efforts; (e) to create new features and functionality on the TMLU Site; (f) to ensure that Users of the TMLU Site are abiding by our Terms of Service; and (g) for other nonpromotional or administrative purposes such as notifying you of major site updates or responding to your communications.

We may use automatically collected information to: (a) remember your information so that you do not have to re-enter it during your visit or the next time you visit TMLU Site; and (b) monitor aggregate usage metrics such as total number of visitors and pages viewed.

Referrals

As part of our referral program, we request Contact Information of our Users' friends and family whom they think would like to receive information on TMLU. The persons referred to us will be contacted only by our staff. We use and treat information our Users provide about their referrals in the same way we use and treat information about Users who register directly with TMLU.

WHEN WE DISCLOSE INFORMATION WE COLLECT

Online and classroom Training Participants & Volunteers. TMLU management may have access to the Contact information of Training/seminar participants who have attended online and classroom training and seminar sessions through TMLU or its partners. In addition, such information may be provided to the Strategic Partner Sponsor that has provided grant funds for the courses/seminars/training.

Community Participants

Our online community is, or likely will be made, available to other training participants, volunteers, staff members, and employees of our nonprofit or corporate partners ("Participants"). If you participate in our online community or consent to us disclosing your information to the online community, the following information may be made available to the other Participants: (a) any Posted Content; (b) Contact Information that you have submitted to us (including but not limited to your name and geographic area); (c) any optional information that you have provided to us for this purpose (including your photo and public LinkedIn profile); and (d) information related to your involvement with TMLU Management. In addition, Posted Content may be made publicly available in the form of a newsletter, email or other form of communication. Please note that TMLU Management may include your first name, photo, employment



related information and background information with the publicly available Posted Content but will not include any other personally identifiable information without your consent.

All Users

We may share automatically collected and other aggregate non-personally-identifiable information with interested third parties to assist them in understanding the usage patterns for certain content, services, advertisements, promotions and/or functionality on the TMLU Site.

We may disclose any collected information to affiliated companies or other businesses or persons to process such information on our behalf, to provide website hosting and maintenance and security, to offer certain features on the TMLU Site, to assist us in improving the way the TMLU Site works and looks, to deliver communications and to create new features. We use reasonable efforts to: (a) see that these parties process such information in compliance with this Privacy Policy; (b) limit their use of such information; and (c) see that these parties use other appropriate confidentiality and security measures. Notwithstanding these efforts, we have limited involvement with (and cannot be responsible for) the activities of such third party providers.

We may also share the information you provide us if we reasonably believe that doing so is required by law or is in our interests to protect our property or other legal rights or the rights or property of others.

You will have the ability to opt-in in the event that we share your information with other third-party organizations for: (a) their marketing or promotional uses; (b) your receipt of specific Subscriptions; or (c) various other programs or features.

CHILDREN

We do not knowingly collect personally identifiable information from anyone under the age of thirteen (13) without requiring parental consent. Any person who provides information to TMLU through the TMLU Site represents that they are 13 years of age or older. If you have any questions or concerns, please contact us at privacy@tmlu.org

LINKS

The TMLU Site contains links to other websites. TMLU is not responsible for the privacy practices or the content of such sites. If you have questions about the privacy policies of those websites, please visit them directly.

SECURITY

To protect your privacy and security, we take reasonable steps to verify your identity before granting profile access. You are responsible for maintaining the secrecy of your unique password and account information at all times.

The TMLU Site has commercially reasonable safeguards in place to protect against the loss, misuse and alteration of the information under our control. Notwithstanding these efforts, we can make no assurances that the information you submit will be secure, and that unauthorized third parties will not be successful in



breaching our security measures and accessing your information. If we learn of a security systems breach, then we may attempt to notify you electronically so that you can take appropriate protective steps. By using the TMLU Site or providing personal information to us, you agree that we can communicate with you electronically regarding security, privacy and administrative issues relating to your use of the TMLU Site. If a security breach occurs, we may post a notice on the TMLU Site or send an email to you at any email address you may have provided to us. Depending on where you live, you may have a legal right to receive notice of a security breach in writing. To receive a free written notice of a security breach (or to withdraw your consent from receiving electronic notice) you should notify us via email at privacy@tmlu.org.

SPECIAL NOTE TO INTERNATIONAL USERS

The TMLU Site is hosted in the United States. If you are a User accessing the TMLU Site from the European Union, Asia or any other region with laws or regulations governing personal data collection, use and disclosure, that differ from United States laws, please note that you are transferring your personal data to the United States which does not have the same data protection laws as the EU and other regions, and by providing your personal data you consent to:

- the use of your personal data for the uses identified above in accordance with this Privacy Policy; and
- the transfer of your personal data to the United States as indicated above.

CHANGING YOUR INFORMATION

Because we want our Users to feel completely comfortable using the TMLU Site, we provide you with various opportunities to control how the information you provide to us is used.

To unsubscribe from a Subscription, follow the “Unsubscribe” link at the bottom of any email we send you. You will not receive any further communication from us within one week of us receiving your request.

To have us cancel your account, send an email request to remove at cancel@tmlu.org. Be sure to send this message from the email address you provided us in your registration.

If you would like to change any of your Contact Information in our database, you can do so by logging onto your account and following the directions. This process will automatically change the information contained in our database.

IN THE EVENT OF MERGER OR SALE

If TMLU should ever file for bankruptcy or have its assets sold to or merge with another entity, information TMLU receives from you through the TMLU Site is a TMLU asset and may be transferred.



CHANGES AND UPDATES TO THIS PRIVACY POLICY

This Privacy Policy may be revised periodically without further notice to you and such revision will be reflected by a “last modified” date below. Please revisit this page to stay aware of any changes. Your continued use of the TMLU Site constitutes your agreement to this Privacy Policy and any future revisions.

EFFECTIVE DATE, DATE LAST MODIFIED

This Privacy Policy is effective as of October 1, 2014.

This Privacy Policy was last modified as of October 1, 2014.

CONTACT US.

If you have questions about this privacy statement, the practices of the TMLU Site, or your dealings with TMLU, you can contact:

Privacy Advisor

TMLU
privacy@tmlu.org