# **Privacy Policy**

Welcome to the website www.reeher.com which is operated by Reeher LLC (the "Site"). By accessing the Site and all pages related to the Site, and any subscription based features or services offered through the Site or by other means, (collectively, the "Services"), you are accepting the practices outlined in this Privacy Policy. Users of the Reeher Mobile Application are also bound by the Reeher Mobile Application Privacy Policy - Apple Devices and/or Reeher Mobile Application Privacy Policy - Android Devices. You acknowledge (a) that you have read and understood this Privacy Policy; and (b) this Privacy Policy shall have the same force and effect as a signed agreement.

This Website Privacy Policy explains the collection and use of personal information that is gathered when you are on the Site and when you use the Services. Reeher may amend this Privacy Policy. Use of information collected now is subject to the Privacy Policy in effect at the time the information is used. If material changes are made to the Privacy Policy, we will notify you by posting the revised notice on our Site at least thirty (30) days prior to the change taking effect.

This Privacy Policy was last revised on April 21, 2014. Please review the Privacy Policy each time you visit the Site. BY USING THIS SITE, YOU AGREE TO BE BOUND BY THE MOST RECENT VERSION OF THE PRIVACY POLICY. YOU MAY ALSO BE BOUND TO THIS PRIVACY POLICY THROUGH THE REEHER MASTER SUBSCRIPTION AGREEMENT COVERING A SUBSCRIPTION TO THE SERVICES ("Master Subscription Agreement")

## **CUSTOMER DATA/USER DATA**

Reeher customers may electronically submit data or information about fundraising prospects and donors to the Services for hosting and processing purposes ("Customer Data"). Reeher will not review, share, distribute, or reference any such Customer Data except as provided in the Master Subscription Agreement, or as may be required by law. Reeher may access Customer Data in accordance with the Master Subscription Agreement. Personal information about or generated by users of Reeher's website and Services ("User Data") is not Customer Data.

## **INFORMATION COLLECTION & USAGE**

Reeher collects User Data at several different points on the Site in order to better serve customer and visitor needs. Reeher is the sole owner of the User Data collected through or on the Site.

The Site offers several opportunities for visitors to register for promotional and informational mailings, online webinars and resources, and for assistance in evaluating Reeher's software and services. These registration forms enable users to opt into Reeher's mailing lists and require users to give contact information (such as name, phone number, and email address). Reeher also collects personal information through the course of its sales process through phone conversations and collecting publicly available contact information. This contact information is used to send information about the company, products and services. Recipients of this information that wish to withdraw their participation may opt out of receiving future mailings at any time (see opt out section below). Furthermore, if Reeher has collected contact information through its sales process and research, those contacts can opt out of receiving future mailings as well.

We require you to provide us with your login credentials in order to access the Services. Customers will use the Services to analyze Customer Data and access the Services tools. For purposes such as improving personalization of our Site, we may receive information about you from other sources and add it to your account information and User Data.

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## **OPT OUT & UPDATE OF INFORMATION**

If an individual no longer wishes to subscribe to Reeher newsletters and promotional communications, he or she can easily opt out of receiving them by following instructions included in each newsletter or communication. If User Data changes, or if an email recipient no longer desires to receive specific mailings, he or she may correct, update or delete all User Data or specific details by making the change on our preference center page.

As part of the services, you may receive notifications related to system maintenance, reports, or analysis related to the Services. If you no longer wish to receive these specific mailings, then please visit the administrative section of the Services to make changes on your preferences, speak to your System Administrator, or contact Support. However, if you opt out of receiving these mailings, you may miss important information about your account and not be able to fully use the Services.

## **SECURITY & PRIVACY**

Reeher is committed to taking the necessary precautions to protect the confidentiality of the User Data by using safeguards, such as firewalls, coupled with carefully developed security procedures. These measures are designed to protect User Data from loss, misuse, or unauthorized alteration.

Reeher's employees are trained and required to safeguard User Data. Using physical, electronic, and procedural safeguards, we restrict access to User Data to only those employees and contractors with a "need-to-know" for business purposes or as it relates to supporting the Services for the customer. Reeher also advises its employees about their responsibility to protect Customer Data and we provide them with appropriate guidelines for adhering to the company's business ethics standards and confidentiality policies.

Users of the Services need to work to protect against unauthorized access to passwords and computers by signing off once you have finished using a shared computer.

#### **AUTOMATIC COLLECTION OF ANONYMOUS DATA**

Following standard industry practice, Reeher uses pixel tags and other methods to gather information about emails it sends to registered Site users and recipients of emails sent by the company's registered users to others. Pixel tags are tiny graphic files that are included in HTML-encoded email messages. When such a message is opened in an HTML-capable email program, the recipient's computer will access Reeher's servers to retrieve the pixel tag file, allowing Reeher to record and store User Data such as email address, date and time the recipient viewed the email message, if the recipient's email program is capable of receiving HTML, and other logging information. Reeher uses this User Data to optimize delivery of future messages to specific recipients and to provide information to registered users with respect to emails sent by Reeher.

Reeher maintains log files tracking IP addresses to analyze trends, help diagnose problems with our servers, for advertising and marketing purposes, and to monitor traffic/usage in order to provide a better service to our Site visitors and customers. Reeher also collects the domain name of users' internet service providers, users' approximate geolocation, the referring source from which a user came to Reeher's Site, the search term a user used to find Reeher's Site, the pages of the Site a user visits, the location and time of a user's clicks on parts of the Site.

Reeher uses cookies to deliver content specific to Site visitors' interests and to improve the convenience and efficiency of our customers' experience when using the Services and on other sites. A cookie is a piece of data stored on the user's hard drive tied to statistical information about the user. Some of our business partners (see Disclosures and Transfers), such as our Web analytics provider and our remarketing provider, also use cookies on our site. For instance, a cookie used by our display advertising partner, AdRoll, enables Reeher to present users with retargeting advertising on other sites based on users' previous interaction with the Reeher Site and Services. The techniques our partners employ do not collect personal information such as your name, email address, postal address or telephone number. Users can visit this page to opt out of AdRoll and its partners' targeted advertising.

Reeher automatically collects usage information, such as the numbers and frequency of visitors to our Site and use of components of the Services. We may use this information to provide research, advice and information, including, without limitation, for benchmarking purposes. This data is only used in the aggregate. This type of collective date enables us to figure out how often customers use parts of the Services so we can make the Services more useful. In addition, we may provide statistical information to our partners about how our customers collectively use our Site and Services.

Reeher also collects and uses information for internal purposes. For example, we may collect User account histories and any reported violation of the Master Subscription Agreement that you or someone on your account may have committed.

## **DISCLOSURES & TRANSFERS**

Reeher discloses User Data to third parties in any of the following circumstances:

- i. When we have the individual's permission to make the disclosure;
- ii. When the disclosure is permitted by law or mandatory professional standards:
- iii. When the disclosure is reasonably related to the sale or other disposition of all or part of the business or assets;
- iv. When the User Data to be disclosed is publicly available;
- v. When the disclosure is for use in Reeher's or Reeher's business partners' advertising or marketing;
- vi. When the disclosure is to a third party, agent, or business partner to perform services in connection with the Site and Services;
- vii. When the party to whom the disclosure is made controls, is controlled by, or is under common control with Reeher;
- viii. When the disclosure is reasonably necessary for the establishment or maintenance of legal claims; or
- ix. When the disclosure is to persons or entities for which we are providing services, provided the disclosure is consistent with the purpose for which the User Data was obtained.

It is possible that as we continue to develop our business, Reeher may become involved in a merger, acquisition, sale of assets, bankruptcy, reorganization, dissolution, or other transaction or the ownership of all or substantially all of our business may otherwise change. In such a transaction, Customer Data and User Data may be transferred to the acquiring entity. If, as a result of the business transition, the users' User Data will be used in a manner materially different from that stated at the time of the collection, they will be given a choice consistent with our notification-of-changes section.

We use Google Analytics to better understand who is using the Site and how people are using it. Google Analytics uses cookies to collect and store information such as Site pages visited, places where users click, time spent on each Site page, Internet Protocol address, type of operating system used, and location-based data. We use this information to improve the Site and as otherwise described in this Privacy Policy. Please see <a href="https://tools.google.com/dlpage/gaoptout">https://tools.google.com/dlpage/gaoptout</a> for information about Google Analytics Opt-out Browser Add-on.

## INFORMATION COLLECTED FROM CHILDREN

The Site and Services made available through Reeher LLC are not intended for children under the age of 13. Reeher does not knowingly collect information about children or sell products or services to children under the age of 13. If you are under the age of 13, please do not submit any personal information through the Site or Services. If you have reason to believe that we may have accidentally received personal information from an individual under age 13, please contact us immediately at privacy@reeher.com.

#### THIRD PARTY SITES

The Site and Services may allow you to link to other websites on the Internet. These other websites are not under Reeher's control, and such links do not constitute an endorsement by Reeher of those other websites or the services offered through them. The privacy and security practices of websites linked to or from the Reeher Site and Services are not covered by this Privacy Policy, and Reeher is not responsible for the privacy or security practices or the content of such websites.

#### **AGENTS**

Reeher employs other companies and people to perform tasks on our behalf and may need to share your User Data with them to provide products or services to you. Examples may include sending postal mail and e-mail, analyzing data, providing marketing assistance, and providing customer service and administrative functions such as back up and security.

#### **CHANGES TO THIS POLICY**

Reeher may amend this Privacy Policy. Use of User Data collected is subject to the Privacy Policy in effect at the time such User Data is used. If changes are made to the Privacy Policy then we will notify you by posting the revised notice on our Site or sending you an email so you are aware of what User Data is collected, how it is used, and under what circumstances it is disclosed.

The most recent version of the Policy is reflected by the version date located at the top of this Policy.

#### **QUESTIONS OR CONCERNS**

If you have questions or concerns regarding this Policy, you should first contact the Chief Financial Officer at the contact address listed below or via email at privacy@reeher.com.

Chief Financial Officer Reeher LLC 370 Wabasha St N Suite 1200 St. Paul, MN 55102

## YOUR CALIFORNIA RIGHTS POLICY

Section 1798.83 of the California Civil Code permits California residents to request from a business, with whom the California resident has an established business relationship, certain information about the types of personal information the business has shared with third parties for those third parties' direct marketing purposes and the names and addresses of the third parties with whom the business has shared such information during the immediately preceding calendar year. You may make one request each year by emailing us at privacy@reeher.com or writing us at Reeher, LLC, Attn: Chief Financial Officer, 370 Wabasha St N Suite 1200, St. Paul, MN 55102.