



Scope and Purpose of this Privacy Policy

This Privacy Policy explains how Comp-U-Dopt Inc. (“Comp-U-Dopt”, “we”, “us”, “our”), collects, uses, shares, and otherwise processes your Personal Data in connection with your relationship with us – as an Comp-U-Dopt client, partner, donor, in acting for a client, partner or donor, or being generally interested in our services and our publications in accordance with applicable data privacy laws and the General Data Protection Regulation (“GDPR”), which will become applicable as of 25 May 2018.

Personal Data

The term “Personal Data” as used in this Privacy Policy means any information relating to you, such as your name, contact details, bank account details, etc. Personal Data does not include data from which you can no longer be identified such as anonymous aggregate data.

What information do we collect about you, how do we collect it and what do we use it for?

The kinds of Personal Data we may collect include your contact details (such as your address, email address and telephone number). In addition, we collect the Personal Data you choose to provide to us, e.g. if you contact us by letter, telephone, email, or any other means of electronic or personal communication for any questions, volunteer applications, or donations.

We will process your Personal Data only:

1. if you have consented for us to do so;
2. if we need it to perform activities required for what you have indicated you wish to participate in;
3. if we need it to comply with a legal obligation; or
4. if we (or a third party) have a legitimate interest which is not overridden by your interests or fundamental rights and freedoms. Such legitimate interests will be the administrative or operational processes within Comp-U-Dopt and direct marketing.

We may use your Personal and non-Personal Data for our own marketing and non-marketing purposes. For example, we may use Personal Data to respond to your email or telephone inquiries or to advise you of upcoming events, newsletters, or legal developments. In addition, we may add your Personal Data to our databases, including subscriber and contact lists.

Cookies

Like many websites, we use “cookies.” A cookie is a piece of data stored on a user’s device containing information about the user’s visit. Cookies are of various types and have different purposes including:

- Google Analytics cookies: we use these cookies to track information about a user’s visit, including the IP address of the visitor, time and duration of visit, pages viewed, visit source/referring site and time zone. We use the information to check the usefulness of our website and help us improve and enhance visitor experience.



- Cookies to keep track of login IDs and system favorites so that visitors do not have to log on or set favorites on every visit. We also use cookies to keep track of pages viewed. You can change your user settings in your browser to prevent us from storing cookies on your device. You can find out how to do this and more information regarding cookies at allaboutcookies.org.

With whom will we share your information?

When using your Personal Data for the purposes described above, we may share your Personal Data internally with other departments and/or relevant other subsidiary offices and service providers with whom we work. We may also have to share your Personal Data with regulators, public institutions (e.g., Texas Department of Public Safety to conduct volunteer or employee background checks as agreed.)

Safety Measures:

Comp-U-DoPT makes every effort to keep your personal data safe. Our internal safeguards include restricted access to personal data records. Records can only be accessed by approved staff persons with valid login credentials. For the purposes described above, if you visit our site from the EU or are an EU citizen, we may have to transfer your Personal Data from the European Economic Area (EEA) to an Comp-U-DoPT office or a third party outside of the EEA and in a jurisdiction not being subject to an adequacy decision of the European Commission. We will always ensure that there is a legal basis and a relevant safeguard method for such data transfer so that your Personal Data is treated in a manner that is consistent with and respects the EU and other applicable laws and regulations on data protection.

What rights you have over your data

You have rights as an individual that can be exercised under certain circumstances in relation to your Personal Data that we hold. These rights are to:

- request access to your Personal Data (commonly known as a “data subject access request”) and request certain information in relation to its processing;
- request rectification of your Personal Data;
- request the erasure of your Personal Data;
- request the restriction of processing of your Personal Data;
- object to the processing of your Personal Data.

If you want to exercise one or more of these rights, please contact us at info@compudopt.org.

Right to withdraw consent

In case you have provided your consent to the collection, processing, and transfer of your Personal Data, you have the right to fully or partly withdraw your consent. To withdraw your consent, please contact info@compudopt.org. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose(s) to



which you originally consented unless there are compelling legitimate grounds for further processing or for the establishment, exercise or defense of legal claims, which would override your interests, rights, and freedoms. In case we processed your Personal Data for direct marketing purposes, you have the right to object at any time, in which case we will no longer process your Personal Data for such marketing purposes.

GDPR Compliance – Data Request

To submit a request for a copy of the data held for an individual email address, please email info@compudopt.org from the email address your query refers to. We will ONLY respond to the submitted email and we will not supply data for one email address to another or different email address.

Changes to this Privacy Policy

We reserve the right to revise this Privacy Policy at any time without notice. Please review this Privacy Policy periodically for changes.

Contacting Us

If you have any questions regarding this Privacy Policy, or if you wish to opt out of the use of your Personal Data by Comp-U-Dopt Inc., you may contact us by e-mail at info@compudopt.org or write to us at the address below:

Attn: Executive Director
Comp-U-Dopt
1602 Airline Drive
Houston, TX 77009