

## **PRIVACY POLICY**

This Privacy Policy governs the manner in which Manup, a Texas non-profit corporation ("Manup"), collects, uses, maintains and discloses information collected from users (each, a "User") of the <https://manup.org/> website ("Website"). This privacy policy applies to the Website and all products and services offered by Manup.

### Personal identification information

We may collect personal identification information from Users in a variety of ways, including, but not limited to, when Users visit our site, register on the site place, place an order, download content, fill out a form, subscribe to the newsletter and in connection with other activities, services, features or resources we make available on our Website. Users may be asked for, as appropriate, name, email address, mailing address, phone number and credit card information. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personal identification information, except that it may prevent them from engaging in certain Website related activities.

### Non-personal identification information

We may collect non-personal identification information about Users whenever they interact with our Website. Non-personal identification information may include the browser name, the type of computer and technical information about Users means of connection to our Website, such as the operating system and the Internet service providers utilized and other similar information.

### Web browser cookies

Our site may use "cookies" to enhance User experience. User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. Users may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the site may not function properly.

### How we use collected information

Manup collects and uses Users personal information for the following purposes:

To process transactions:

We may use the information Users provide about themselves when placing an order only to provide service to that order. We do not share this information with outside parties except to the extent necessary to provide the service.

To administer a content, promotion, survey or other Website feature:

To send Users information they agreed to receive about topics we think will be of interest to them.

To send periodic emails:

The email address Users provide for order processing, will only be used to send them information and updates pertaining to their order. It may also be used to respond to their inquiries, and/or other requests or questions. If User decides to opt-in to our mailing list, they will receive emails that may include company news, updates, related product or service information, etc. If at any time the User would like to un-subscribe from receiving future emails, we include detailed un-subscribe instructions at the bottom of each email or User may contact us via our Website.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Website.

Sensitive and private data exchange between the Website and its Users happens over a SSL secured communication channel and is encrypted and protected with digital signatures.

Sharing your personal information

We do not sell, trade, or rent Users personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding visitors and users with our business partners, trusted affiliates and advertisers for the purposes outlined above. We may use third party service providers to help us operate our business and the Website or administer activities on our behalf, such as sending out newsletters or surveys. We may share your information with these third parties for those limited purposes provided that you have given us your permission.

Third party websites

Users may find advertising or other content on our Website that link to the sites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Website. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer

service policies. Browsing and interaction on any other website, including websites which have a link to our Website, is subject to that website's own terms and policies.

#### Changes to this privacy policy

Manup has the discretion to update this privacy policy at any time. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

#### Your acceptance of these terms

By using this Website, you signify your acceptance of this policy and terms of service. If you do not agree to this policy, please do not use our Website. Your continued use of the Website following the posting of changes to this policy will be deemed your acceptance of those changes.

#### Contacting us

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at:

[connect@manup.org](mailto:connect@manup.org)