



Bible Study Fellowship Privacy Policy

This privacy policy (“policy”) describes the types of information that Bible Study Fellowship (“BSF”) may collect from you or that you may provide when you visit the websites www.bsfindernational.org, www.mybsf.org, www.wordinthecity.com, class.bsfindernational.org, and retreat.bsfindernational.org (each individually a “Site”), and collectively the “Sites”), and explains BSF’s practices for collecting, using, maintaining, protecting, and disclosing that information. This policy also applies to information collected when you communicate directly with BSF (ex. by email, electronic text, or submitting physical forms).

The Sites may link to, or be linked to, other websites not maintained by or related to BSF. BSF is not responsible for the privacy policies or practices of any third parties or third-party websites, including any linked or linking websites (“Third Party Sites”). BSF encourages you to carefully review the privacy policies of any Third Party Sites before disclosing your information to them.

By using any of the Sites or communicating with BSF, you acknowledge that you have read and understand this policy and that you agree to be bound by the terms of this policy. If you do not agree to the terms of this policy, then you should not use the Sites or provide information to BSF. This policy may change from time to time. Your continued use of any of the Sites, or if you continue to provide information to BSF, after BSF makes changes to this policy constitutes your agreement to the changes to the policy.

Information BSF May Collect About You

BSF may collect Personal Information and Non-Personal Information from you when you use a Site or communicate directly with BSF electronically.

- “Personal Information” is information that identifies you personally, which may include your name, mailing address, e-mail address, telephone number, or any other information by which you may be personally identified. BSF may collect the following types of Personal Information: (i) identity data (ex., first and last name); (ii) contact data (ex., email address, physical address, and telephone numbers); and (iii) financial data (ex., payment card details)
- “Non-Personal Information” is information that does not identify you personally, such as your browser type, your internet connection, your IP address, the URL of the previous website you visited, the equipment you use to access a Site, and details about how you use a Site.

This policy refers to Personal Information and Non-Personal Information collectively as “Information.”

Sensitive Information. It may be necessary in some circumstances for BSF to collect sensitive information about you to facilitate your voluntary participation in BSF. Examples of the types of sensitive information that BSF may collect include your gender, religious affiliation, or health information related to any special accommodations you may need or for medical emergencies. BSF only obtains this information if you provide it and BSF never collects this information automatically. BSF only discloses your sensitive information for purposes which are directly related to the reason you provided BSF with such sensitive information in the first place and where you would reasonably expect BSF to disclose such information. BSF will not disclose your sensitive information for any other purpose without your consent unless BSF is legally required to disclose it, or BSF believes disclosure is necessary or appropriate to protect the rights, property, or safety of BSF or its affiliates and subsidiaries, members, participants, others, or you. This policy’s terms regarding Data Processing and Storage, and Data

Security also apply to your sensitive information. Personal Information, as defined and discussed in this policy, does not include sensitive information.

How BSF Collects Your Information

BSF may collect Information about you (1) when you provide it to BSF, and (2) automatically through any of the Sites. BSF does not collect Personal Information automatically.

Information You Provide to BSF

You may provide BSF with your Information at various times when accessing any of the Sites or communicating with BSF, including when you:

- Register or create an account on a Site.
- Fill out physical or electronic forms.
- Complete transactions on the Site, including providing donations [[BSF Donor Privacy Policy](#)].
- Request additional services or information from BSF.
- Report a problem with any of the Sites.
- Contact BSF.

Information BSF Collects Automatically

BSF may automatically collect Non-Personal Information when you visit a Site, including information about your computer and internet connection (ex. IP address, operating system, and browser type), as well as what pages are viewed on a particular Site. The Information BSF collects automatically helps BSF to improve the Site and to deliver a better and more personalized service to Site users, including recognizing you when you return to a Site, and storing your Site-specific preferences.

BSF may use some of the following tools to automatically collect Information about your interactions with a Site:

Tool	What it does
Cookies	A cookie is a small file placed on the hard drive of your computer. You can refuse to accept browser cookies by activating the appropriate setting on your browser.
Flash Cookies	BSF may use local shared objects, also called Flash cookies, to store your preferences or display content based upon what you view on the Sites in order to personalize your visit. If you <u>disable Flash cookies</u> , some features of the Site may not operate properly.
Web Beacons	Pages of the Site and e-mails from BSF may contain small electronic files known as web beacons (a.k.a. clear gifs, pixel tags, and single-pixel gifs) that help BSF count users who have visited Site pages or opened an email and for other related Site statistics (for example, recording the popularity of certain Site content and verifying system and server integrity).

BSF may work with third party service providers to automatically collect Non-Personal Information. Except as otherwise described in this policy, BSF does not permit these third party service providers to keep or use your Information for purposes other than the services they provide to BSF.

Logging In Through Social Media

You may be able to create an account or log in to a Site using your social media account (ex. Facebook, Twitter, LinkedIn, or Google) through a Single Sign On (“SSO”) process. This allows BSF to confirm your identity and may give BSF access to certain Information that you have authorized your social media account to share with BSF. Your social media platforms have their own data handling procedures and privacy policies. BSF does not control these policies. You should review the privacy policies of your social media platforms to fully understand how they store, use, and share your Personal Information. If you use your social media account to log in to a Site, BSF will only use the Information it receives for the purpose of supporting SSO and does not collect any Personal Information via the SSO process.

How BSF Uses Your Information

BSF may use the Information it collects about you or that you provide to BSF in order to:

- Make the Sites and their contents available to you.
- Provide you with information, products, or services that you request from BSF.
- Provide you with notices about your account.
- Notify you about changes to the Sites or any additional services BSF may offer or provide through them.
- Allow you to participate in interactive features on the Sites.
- Enforce BSF’s Terms of Use [[BSF Terms of Use](#)] or other policies.
- Address technical problems with and improve the Sites and BSF’s services.
- Fulfill any other purpose for which you provide the Information, including processing donations.
- Prevent, detect, mitigate and investigate fraud, security breaches and activities that are or potentially may be prohibited or illegal.

BSF may also use the Information in any other way BSF may describe when you provide the Information, and for any other purpose for which you agree it may be used.

BSF may use your Information to contact you about messages and services that may be of interest to you but only if you have requested BSF to contact you about such messages and services. If you no longer want BSF to use your information in this way, you can adjust your user preferences in your account profile or contact BSF using the information provided at the end of this policy.

BSF may use your Information as it believes is required or appropriate under applicable law to respond to requests from government authorities and to comply with legal processes.

Disclosure of Your Personal Information

BSF may disclose aggregated and anonymized information about its users and Non-Personal Information that does not identify any individual without restriction.

BSF may disclose Personal Information that BSF collects or you provide in the following ways:

- To BSF’s related organizations.

- To fulfill the purpose for which you provide it.
- For any other purpose disclosed by BSF when you provide the information, or for which you agree BSF may disclose your Personal Information.
- To contractors, service providers, and other third parties BSF uses to provide services on its behalf and who are bound by contractual obligations to keep such Personal Information confidential and use it only for the purposes for which BSF discloses it to them.
- To a buyer or other successor in the event of a sale, transfer, or dissolution of all or part of BSF's organization whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which Personal Information held by BSF about its Site users is among the assets transferred.

BSF may also disclose your Personal Information:

- To comply with any court order, law, or legal process, including to respond to any government or regulatory request.
- To enforce or apply BSF's Terms of Use [[BSF Terms of Use](#)] and other agreements, including for billing and collection purposes.
- If BSF believes disclosure is necessary or appropriate to protect the rights, property, or safety of BSF or its affiliates and subsidiaries, members, participants, or others.

Your Rights

You have the right at any time to:

- Request access to your Personal Information.
- Request correction of the Personal Information BSF holds about you.
- Request that BSF delete or remove any Personal Information it has about you where there is no legitimate reason for BSF to retain or process such information. You also have the right to ask BSF to delete or remove your Personal Information where you have exercised your right to object to processing such Personal Information (see below).
- Object to, request a restriction to processing, or withdraw your consent to the processing of your Personal Information.

If you would like to exercise any of your rights above, please contact us using the contact information provided at the end of this policy.

BSF may not accommodate a request to change Information if BSF believes the change would violate any law or legal requirement or cause the Information to be incorrect. BSF reserves right to email or otherwise contact you with respect to important information, notices, or changes relating to your account, or its services.

How Long BSF Keeps Your Information

BSF will only hold your Personal Information for as long as is necessary for the relevant activity, or as required by law, or as set out in any other agreement BSF may have with you. To determine the appropriate retention period for Personal Information, BSF considers the amount, nature, and sensitivity

of the Personal Information, the potential risk of harm from unauthorized use or disclosure of your Personal Information, the purposes for which BSF processes your Personal Information and whether BSF can achieve those purposes through other means, as well as applicable legal requirements.

Data Processing and Storage

BSF is headquartered in San Antonio, Texas however it also has facilities and offices in the other countries outside of the U.S. If you reside in the U.K. or EU, please be aware that, for the purposes of administering BSF's activities, BSF may be required to transfer Personal Information to different countries including transferring Personal Information outside of the EU. BSF will only transfer Personal Information outside the EU where adequate technical and organizational safeguards are in place to ensure that any Personal Information transferred remains secure and is protected. For more information about transfers of your Personal Information, please contact BSF using the contact information provided at the end of this policy.

Data Security

Unfortunately, the transmission of information via the Internet is not completely secure. Although BSF has measures in place to protect your Personal Information, BSF cannot guarantee the security of your Personal Information. You understand that you are providing your Personal Information to BSF at your own risk. BSF is not responsible for failure or circumvention of any privacy settings or security measures BSF may have in place to protect your Personal Information.

Children Under the Age of 13

The Sites are not intended for children under 13 years of age. BSF does not knowingly collect personal information from children under 13 without the prior express and informed consent of the child's parent or guardian in compliance with applicable law. If you are under 13, you may not use any Site or provide any information on any Site unless you have parental consent that has been verified by BSF. If BSF learns that it has collected or received Personal Information from a child under 13 without verification of parental consent, BSF will delete that information. If you believe BSF might have any information from or about a child under 13, please contact BSF using the contact information provided at the end of this policy.

Changes to This Policy

From time to time, BSF may change this policy to accommodate new technologies, industry practices, regulatory requirements or for other purposes. If these changes are material BSF will provide notice to you (by email to you at the last email address you provided to us, or by posting notice of such changes on the Sites) and, where required by applicable law, BSF will obtain your consent. The date this policy was last revised is listed at the top of the page. You are responsible for ensuring that BSF has an up-to-date active and deliverable email address for you, and for periodically visiting the Sites and this policy to check for any changes.

Contact Information

To ask questions or comment about this privacy policy and BSF's privacy practices, contact BSF at:

Bible Study Fellowship
19001 Huebner Road
San Antonio, TX 78258
Privacy@bsfinternational.org
210.492.4676

Last modified: May 4, 2018