

# **Privacy Policy**

Greenleaf Trust is sensitive to your privacy concerns and would like you to know what our privacy policy contains. You can visit greenleaftrust.com to access information about our company *without* submitting any personal identifiable information (PII). Should you choose to provide personally identifiable information when using this website (such as your name, e-mail address, mailing address and phone number), this privacy policy covers Greenleaf Trust's use and handling of that personally identifiable information. We do not collect sensitive data, such as ethnicity, medical information, political affiliations, or religious beliefs on our website. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. Greenleaf Trust collects information from our customer at several different points on our website, email applications, social media accounts, and event registration systems.

## Security

To protect your personal information (PII) from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.

#### What Kind of Information Does Greenleaf Trust Collect?

No personally identifiable information is collected when you visit or use our pages unless you send us an e-mail message from the Contact Us tab containing sensitive information. We also automatically receive and record information on our server logs from your browser including your IP address, cookie information and the page you requested, as well as the page you linked from, but do not collect or connect this information to your name. Within Greenleaf Trust this information is only accessible by authorized persons, who sign confidentiality agreements to protect your personal information.

We keep track of activity on our website via log files stored on our web servers. We collect information such as IP address, browser type and version, and pages you view. We also keep track of how you got to our site and any links you click on to leave our site. We use this information for marketing trend analysis to create a better, more useful website for our customers. However, all such data is aggregated and does not specifically identify you or any other individual users of our website. Most browsers allow you to set your cookie preferences to either block or accept cookies.

#### **Purposes of Collecting Information About You**

We may use this information for three general purposes: to customize the content you see, to fulfill your requests for certain services and information, and/or to contact you should we receive your request to do so.



We will not sell or rent your personally identifiable information to anyone, except in connection with the sale or transfer of the site. We do, however, send personally identifiable information about you to third parties when:

- 1. We have your consent to share the information;
- 2. We need to share your information to provide the service you have requested;
- 3. We need to send the information to companies who work on behalf of Greenleaf Trust such as agents, contractors or affiliates to provide a service to you (unless we tell you differently, these companies and their employees do not have any right to use the personally identifiable information we provide to them beyond what is necessary to assist us);
- 4. We respond to subpoenas, court orders, legal process, or are otherwise required by law to share the information;
- 5. We find that your actions on our website violates the above terms of service, or any of our usage guidelines for specific products or services; or
- 6. We find that your actions threaten the rights, property, or safety of Greenleaf Trust, its users, or others.
- 7. Greenleaf Trust's Anti-Spam Policy tolerates only permission-based email. Customers always have the opportunity to opt-out or change preferences via a link in the footer of all non-transactional email messages. These options are made available when you sign-up for our email lists and in email messages delivered from our company. Alternatively, you may email us at marketing@greenleaftrust.com.

### **Third Party Sites**

Please be aware that third party sites accessed through our website may collect personal information about you. This privacy policy cannot and does not cover the practices of third parties that we do not own or control, or to people that we do not employ or manage. We recommend that you review any privacy policy that may be posted on the third party sites.

### Children

We do not market any products to children and do not intentionally collect personal information from children under the age of 13. If you are aware that we have inadvertently collected any such information, please contact us and we will promptly remove the information.

### **Questions or Comments**



If you have any questions or comments regarding our website or Privacy Policy or to correct or delete any personally identifiable information you have shared with us in using the site, please contact us at:

Greenleaf Trust 211 South Rose Street Kalamazoo, Michigan 49007

**Phone:** 269.388.9800 **Toll Free:** 800.416.4555

Email: privacy@greenleaftrust.com\_