

## **SCOPES-DF Platform Privacy Policy**

Last revised and effective as of: November 14, 2018

This Privacy Policy relates to information collected by The Fab Foundation (“Fab Foundation” “we” or “us” or “our”) through your use of the websites at scopesdf.org and/or scopesdfbeta.org, and any subdomains or any part thereof (collectively, the “Sites”) and any possible software or tool provided to you for the access/registration to and/or the use of the Sites (together with the Sites, the “SCOPES-DF Platform”). This Privacy Policy is incorporated into, a part of, and governed by the [SCOPES-DF Platform Terms of Use](#). Capitalized terms used in this Privacy Policy have the meanings assigned in the [SCOPES-DF Platform Terms of Use](#).

You should carefully read this Privacy Policy. By using the SCOPES-DF Platform or any part thereof, you are signifying your acceptance of this Privacy Policy. If you do not agree to this Privacy Policy, you may not use the SCOPES-DF Platform.

As used in this Privacy Policy, the terms “using” and “processing” information include using cookies on a computer, subjecting the information to statistical or other analysis and using or handling information in any way, including, but not limited to collecting, storing, evaluating, modifying, deleting, using, combining, disclosing and transferring information within our organization or among our affiliates within the United States or internationally.

This Privacy Policy serves to notify you of the following:

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### **WHAT INFORMATION ABOUT ME IS COLLECTED?**

Depending on your use of the SCOPES-DF Platform, we may collect two types of information: personally identifiable information and non-personally identifiable information.

## **Personally Identifiable Information**

Personally identifiable information is information that identifies you or can be used to identify or contact you. Such information may include your name, address, e-mail address, and telephone number.

## **Non-Personally Identifiable Information**

Non-personally identifiable information is information, any single item of which, by itself, cannot be used to identify or contact you, including demographic information (such as age, profession, gender, current location, zip code, birth date, or year of birth), IP addresses, browser types, unique device identifiers, device types, requested URL, referring URL, browser language, the pages you view, the date and time of your visit, domain names, and statistical data involving the use of the SCOPES-DF Platform. Certain non-personally identifiable information may be considered a part of your personally identifiable information if it were combined with other identifiers (for example, combining your zip code with your street address) in a way that enables you to be identified. However, the same pieces of information are considered non-personally identifiable information when they are taken alone or combined only with other non-personally identifiable information (for example, your viewing preferences).

## **WHERE AND WHEN IS INFORMATION COLLECTED (INCLUDING THROUGH THE USE OF COOKIES AND ACTION TAGS)?**

We will collect personally identifiable information that you submit to us. We may also receive personally identifiable information about you from third parties providing services as part of your use of the SCOPES-DF Platform.

### ***Registering to Use the SCOPES-DF Platform and in the Course of Using the SCOPES-DF Platform.***

You may be required to establish an account in order to take advantage of certain features of the SCOPES-DF Platform. If so, if you wish to establish an account you will be required to provide us with information (including personally identifiable information and non-personally identifiable information) such as name, postal address, and e-mail address. We may also receive personally identifiable information about you from third parties providing services as part of the registration process. In addition, we may obtain your personally identifiable information from you if you identify yourself to us by sending us an e-mail with questions or comments. Also, we will have access to any personally identifiable information that you choose to share through the SCOPES-DF Platform (such as your name if you include it in learning materials, a story, or other User Content that you post to the SCOPES-DF Platform).

### ***Cookies and Action Tags.***

We may collect non-personally identifiable information passively using “cookies” and “action tags.”

“Cookies” are small text files that can be placed on your computer or mobile device in order to identify your Web browser and the activities of your computer on the SCOPES-DF Platform and other websites. Cookies can be used to personalize your experience on the SCOPES-DF Platform (such as dynamically generating content on webpages specifically designed for you), to assist you in using the SCOPES-DF Platform (such as saving time by not having to reenter your name each time you use the SCOPES-DF Platform), and to allow us to statistically monitor how you are using the SCOPES-DF Platform to help us improve our offerings or to determine the popularity of certain content.

In addition to cookies that we may place on your computer or mobile device, cookies might also be placed on your computer or mobile device by third parties that we use to collect non-personally identifiable information in order to provide analytical and other services.

You do not have to accept cookies to use the SCOPES-DF Platform. Although most browsers are initially set to accept cookies, you may reset your browser to notify you when you receive a cookie or to reject cookies generally. Most browsers offer instructions on how to do so in the "Help" section of the toolbar. However, if you reject cookies, certain features or resources of the SCOPES-DF Platform may not work properly or at all and you may experience some loss of convenience.

For the avoidance of doubt, the SCOPES-DF Platform may use third-party service platforms (including to help analyze how users use the SCOPES-DF Platform). These third-party service platforms may place cookies on your computer or mobile device. If you would like to disable "third party" cookies, you may be able to turn them off by going to the third party's website.

"Action tags," also known as web beacons or gif tags, are a web technology used to help track website usage information, such as how many times a specific page has been viewed. Action tags are invisible to you, and any portion of the SCOPES-DF Platform, including e-mail sent on our behalf, may contain action tags.

By using cookies and action tags together, we are able to gain valuable information to improve the SCOPES-DF Platform and measure the effectiveness of our endeavors.

Finally, you should be aware that other third parties may use their own cookies or action tags when you click on a link to their websites or services on or from the SCOPES-DF Platform. This Privacy Policy does not govern the use of cookies or action tags or the use of your information by such third-party websites or services.

#### ***Log Files.***

We also collect non-personally identifiable information through our Internet log files, which record data such as user IP addresses, browser types, domain names, and other anonymous statistical data involving the use of the SCOPES-DF Platform. This information may be used to analyze trends, to administer the SCOPES-DF Platform, to monitor the use of the SCOPES-DF Platform, and to gather general demographic information. We may link this information to personally identifiable information for these and other purposes such as personalizing your experience on the SCOPES-DF Platform and evaluating the SCOPES-DF Platform in general.

#### ***Public Areas.***

The SCOPES-DF Platform features a Discussion Space, public user profiles, and various community areas and other public forums that help to engage the community, including without limitation areas where users can submit User Content (collectively, the "Public Areas"). The Public Areas are open to the public and should not be considered private. We cannot prevent such information from being used in a manner that may violate this Privacy Policy, the law, or your personal privacy. We are not responsible for the results of such postings or for the accuracy of any information contained in those postings.

**Any information you share in the Public Areas (including personally identifiable information) is by design open to the public and is not private. You should think carefully before posting any information in the Public Areas. What you post can be seen, disclosed to or collected by others and may be used by others in ways we cannot control or predict. As with any public forum on any website, the information you post may also show up in third-party search engines like Google, Yahoo, MSN, and Bing. If you mistakenly post personal information in a Public Area you can send us an e-mail to request that we remove it by contacting us at [scopesdf@fabfoundation.org](mailto:scopesdf@fabfoundation.org). You should understand that in some cases, we may not be able to remove your information.**

**IS INFORMATION SUBMITTED TO THE PUBLIC AREAS OF THE SCOPES-DF PLATFORM**

## **PRIVATE?**

No. Any information shared in the Public Areas (as defined above) of the SCOPES-DF Platform is available to the public, including to all users. Such information is not protected or treated as confidential, can be used in any manner, and is not subject to this Privacy Policy. If you wish to keep any information private or proprietary, do not submit it to the Public Areas of the SCOPES-DF Platform. **NOTWITHSTANDING THE FOREGOING, WE HAVE NO RESPONSIBILITY OR LIABILITY IF A USER'S INFORMATION OR IDENTITY IS MISUSED OR STOLEN, OR IF A USER SUFFERS HARM AS A RESULT OF VOLUNTARY DISCLOSURES.**

## **IS USER CONTENT PRIVATE?**

No. As specified in the [SCOPES-DF Platform Terms of Use](#), all User Content, including without limitation any activities, projects, curriculum, other learning materials, biography, photograph, and comments you create, introduce, make accessible, submit, post, or display into or on the SCOPES-DF Platform is licensed by you under the Creative Commons Attribution-Non-Commercial 4.0 International license and, without limitation of the foregoing, may be posted on, and made available to all users of, the SCOPES-DF Platform. User Content is not protected or treated as confidential and is not subject to this Privacy Policy. If you wish to keep any information private or proprietary, do not include it in User Content.

## **IS A USER PROFILE PRIVATE?**

No. As noted above, public user profiles are part of the Public Areas of the SCOPES-DF Platform. All information that included in a user's public user profile, such as user name and biography, or that is included by the SCOPES-DF Platform by virtue of a user's User Content, such as a user's curriculum or learning materials, is available to all users.

## **DOES FAB FOUNDATION COLLECT INFORMATION FROM CHILDREN UNDER 13 YEARS OF AGE?**

We are committed to protecting the privacy of children. The SCOPES-DF Platform is not designed for or directed to children under the age of 13. We do not collect personally identifiable information from any person we actually know is under the age of 13. In fact, as currently operated persons under the age of 18 may not use the SCOPES-DF Platform. By providing information to Fab Foundation, you represent that you are 18 years of age or older.

## **WHAT DOES FAB FOUNDATION DO WITH THE INFORMATION IT COLLECTS?**

In general, we use the information collected to provide the SCOPES-DF Platform and further the SCOPES-DF project, to help us understand who uses the SCOPES-DF Platform, for internal operations such as operating and improving the SCOPES-DF Platform and the SCOPES-DF project, and, unless you "opt out", so that so that we can contact you about matters that may be of interest to you.

We may use your information to send you a welcoming e-mail that may confirm your user name and password. Unless you "opt out", we may send you electronic newsletters, contact you about the SCOPES-DF Platform and project and other matters that may be of interest to you. If you no longer desire to receive these communications, we will provide you with the option to change your preferences. If you identify yourself to us by sending us an e-mail with questions or comments, we may use your information (including personally identifiable information) to respond to your questions or comments, and we may file your questions or comments (with your information) for future reference. We may also use the information collected to send announcements and updates regarding the SCOPES-DF Platform. You will not be able to unsubscribe from these SCOPES-DF Platform announcements and updates as they contain important information relevant to your use of the SCOPES-DF Platform.

We may also use the information gathered to perform statistical analysis of user behavior or to evaluate and improve the SCOPES-DF Platform. We may link some of this information to

personally identifiable information for internal purposes or to improve your experience with the SCOPES-DF Platform.

## **WHEN DOES FAB FOUNDATION DISCLOSE INFORMATION TO THIRD PARTIES?**

Except as set forth in this Privacy Policy or the [SCOPES-DF Platform Terms of Use](#) or as specifically authorized by you, we will not disclose any information we gather from you through the SCOPES-DF Platform.

### ***Laws and Legal Rights.***

We may disclose your information (including personally identifiable information) if we believe in good faith that we are required to do so in order to comply with an applicable statute, regulation, rule or law, a subpoena, a search warrant, a court or regulatory order, or other valid legal process. We may disclose personally identifiable information in special circumstances when we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be violating the [SCOPES-DF Platform Terms of Use](#), to detect fraud, for assistance with a delinquent account, or to protect the safety and/or security of our users, the SCOPES-DF Platform or the general public.

### ***Third Parties Generally.***

We may provide to third parties non-personally identifiable information, including where such information is combined with similar information of other users of the SCOPES-DF Platform. For example, we might inform third parties regarding the number of unique users who use the SCOPES-DF Platform or the demographic breakdown of our users of the SCOPES-DF Platform. In addition to the above, when users use our SCOPES-DF Platform, third parties (including without limitation third-party analytics providers) may directly collect personally identifiable and non-personally identifiable information about our users' online activities over time and across different websites. The third parties to which we may provide or who may independently directly collect personally identifiable and non-personally identifiable information may include providers of analytics services, affiliates, and other actual or potential partners, sponsors, licensees, researchers and other similar parties.

### ***Outside Contractors.***

We may employ independent contractors, vendors and suppliers (collectively, "Outside Contractors") to provide specific services and products related to the SCOPES-DF Platform, such as hosting and maintaining the SCOPES-DF Platform and developing applications for the SCOPES-DF Platform. In the course of providing products or services to us, these Outside Contractors may have access to information collected through the SCOPES-DF Platform, including your personally identifiable information. We use reasonable efforts to ascertain that these Outside Contractors are capable of protecting the privacy of your personally identifiable information.

### ***Sale of Business.***

We reserve the right to transfer information to a third party in the event of a sale, merger or other transfer of all or substantially all of the assets of Fab Foundation or any of its Corporate Affiliates (as defined below), or that portion of Fab Foundation or any of its Corporate Affiliates to which the SCOPES-DF Platform relates, or in the event that we discontinue our business or file a petition or

have filed against us a petition in bankruptcy, reorganization or similar proceeding, provided that the third party agrees to adhere to the terms of this Privacy Policy.

***Affiliates.***

We may disclose information (including personally identifiable information) about you to our Corporate Affiliates. For purposes of this Privacy Policy: "Corporate Affiliate" means Fab Lab Barcelona and any person or entity which directly or indirectly controls, is controlled by or is under common control with Fab Foundation, whether by ownership or otherwise; and "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of fifty percent (50%) or more of the voting securities, by contract or otherwise. Any information relating to you that we provide to our Corporate Affiliates will be treated by those Corporate Affiliates in accordance with the terms of this Privacy Policy.

**DOES THIS PRIVACY POLICY APPLY WHEN I LINK TO OTHER WEBSITES OR SERVICES?**

Our SCOPES-DF Platform may provide you with access to other websites and services. We encourage you to read the privacy policies or statements of each and every such website and service. This Privacy Policy applies solely to information collected by us through the SCOPES-DF Platform.

**IS THE INFORMATION COLLECTED THROUGH THE SCOPES-DF PLATFORM SECURE?**

We want your information (including personally identifiable information) to remain secure. We strive to provide transmission of your information from your computer or mobile device to our servers through techniques that are consistent with industry standards and to employ administrative, physical, and electronic measures designed to protect your information from unauthorized access.

Notwithstanding the above, you should be aware that there is always some risk involved in transmitting information over the Internet. There is also some risk that others could find a way to thwart our security systems. As a result, while we strive to protect your information, we cannot ensure or warrant the security or privacy of any information you transmit to us, and you do so at your own risk.

**COULD MY INFORMATION BE TRANSFERRED TO OTHER COUNTRIES?**

Personally identifiable information collected on the SCOPES-DF Platform may be transferred from time to time to our offices or personnel, or to third parties, located throughout the world, and the SCOPES-DF Platform may be viewed and hosted anywhere in the world, including countries that may not have laws of general applicability regulating the use and transfer of such data. By using the SCOPES-DF Platform and submitting such information on it, you voluntarily consent to the trans-border transfer and hosting of such information. Without limitation of any provision contained in Agreement, including the Privacy Policy, by using the SCOPES-DF Platform, you hereby expressly grant consent to Fab Foundation to: (a) collect, process, use, and disclose your personal information (which may include sensitive information) in order to operate the SCOPES-DF Platform and to further the SCOPES-DF project; (b) transfer your personal information (which may include sensitive information) throughout the world, including to the United States and other countries that do not ensure adequate protection for personal information; and (c) disclose your personal information (which may include sensitive information) to comply with lawful requests by public authorities, including to meet national security or law enforcement requirements. If you are a user accessing the SCOPES-DF Platform from a jurisdiction with laws or regulations governing personal data collection, use, and disclosure that differ from those of the United States, please be advised that all aspects of the SCOPES-DF Platform are governed by the internal laws of the United States and the Commonwealth of Massachusetts, USA, regardless of your location.

## **WHAT CHOICES DO I HAVE REGARDING THE COLLECTION, DISCLOSURE AND DISTRIBUTION OF PERSONALLY IDENTIFIABLE INFORMATION?**

Except as otherwise described in this Privacy Policy or our [SCOPES-DF Platform Terms of Use](#), we will only use personally identifiable information for the purposes described above or as otherwise disclosed at the time we request such information from you. You must "opt in" and give us permission to use your personally identifiable information for any other purpose. You may also change your preference and "opt out" of receiving certain communications from us by following the directions provided in association with the communication or such other directions we may provide or by contacting [scopesdf@fabfoundation.org](mailto:scopesdf@fabfoundation.org).

### **DO NOT TRACK**

The term "Do Not Track" refers to a HTTP header offered by certain web browsers to request that websites refrain from tracking the user. We take no action in response to Do Not Track requests.

## **CAN I UPDATE OR CORRECT MY PERSONALLY IDENTIFIABLE INFORMATION?**

You have the right to request the restriction of certain uses and disclosures of personally identifiable information as follows. You can contact us in order to (1) update or correct your personally identifiable information, (2) change your preferences with respect to communications and other information you receive from us, or (3) delete the personally identifiable information maintained about you on our systems (subject to the following paragraph), by contacting [scopesdf@fabfoundation.org](mailto:scopesdf@fabfoundation.org) or following other directions we may provide. Such updates, corrections, changes and deletions will have no effect on other information that we maintain, or information that we have provided to third parties in accordance with this Privacy Policy prior to such update, correction, change or deletion. To protect your privacy and security, we may take reasonable steps (such as requesting a unique password) to verify your identity before granting you profile access or making corrections. You are responsible for maintaining the secrecy of your unique password and account information at all times.

You should be aware that it is not technologically possible to remove each and every record of the information you have provided to us from our system. The need to back up our systems to protect information from inadvertent loss means that a copy of your personally identifiable information may exist in a non-erasable form that will be difficult or impossible for us to locate. After receiving your request, we will use commercially reasonable efforts to update, correct, change, or delete, as appropriate, all personally identifiable information stored in databases we actively use and other readily searchable media as appropriate, as soon as and to the extent reasonably practicable.

## **HOW WILL I KNOW IF THERE ARE ANY CHANGES TO THIS PRIVACY POLICY?**

We may revise this Privacy Policy from time to time. We will not make changes that result in significant additional uses or disclosures of your personally identifiable information without allowing you to "opt in" to such changes. We may also make non-significant changes to this Privacy Policy that generally will not significantly affect our use of your personally identifiable information, for which your opt-in is not required. We encourage you to check this page periodically for any changes. If any non-significant changes to this Privacy Policy are unacceptable to you, you must immediately contact us and, until the issue is resolved, stop using the SCOPES-DF Platform. Your continued use of the SCOPES-DF Platform following the posting of non-significant changes to this Privacy Policy constitutes your acceptance of those changes.

## **WHO DO I CONTACT IF I HAVE ANY PRIVACY QUESTIONS?**

If you have any questions or comments about this Privacy Policy or feel that we are not abiding by the terms of this Privacy Policy, please contact our Privacy Agent in any of the following ways:

By e-mail:

[scopesdf@fabffoundation.org](mailto:scopesdf@fabffoundation.org)

By postal mail or courier:

Attn: Privacy Agent  
The Fab Foundation  
50 Milk Street  
16th Floor  
Boston, Massachusetts, USA 02109

**BY USING THE SCOPES-DF PLATFORM, YOU SIGNIFY YOUR ACCEPTANCE OF THIS PRIVACY POLICY. IF YOU DO NOT AGREE TO THIS PRIVACY POLICY, YOU SHOULD NOT USE THE SCOPES-DF PLATFORM. CONTINUED USE OF THE SCOPES-DF PLATFORM, FOLLOWING THE POSTING OF CHANGES TO THIS PRIVACY POLICY THAT DO NOT SIGNIFICANTLY AFFECT THE USE OR DISCLOSURE OF YOUR PERSONALLY IDENTIFIABLE INFORMATION, MEANS THAT YOU ACCEPT THOSE CHANGES.**