

## Harvard Business School Alumni Website Privacy Policy

This Privacy Policy (the “Privacy Policy”) discloses the privacy practices of President and Fellows of Harvard College, acting by and through [Harvard Business School] (“Harvard” or “We”) with respect to the HBS Alumni Website (the “Service”). Harvard understands how important the privacy of personal information is to users. This Privacy Policy will tell you what information Harvard collects about you and your use of the Service. We urge you to read this Privacy Policy carefully.

1. What information does Harvard gather about you? Harvard collects information from you when you access the Service, and log into the site. As a result of those actions, you might supply Harvard with such information as your name, address, email, and phone number. You can choose not to provide certain information. Periodically, Harvard may ask you to confirm the accuracy of your information to avoid disruption of services.
  
2. What do we use your information for? You may visit our website without identifying yourself or revealing any personal information. However, certain transactions that you choose to engage in on this site will require your submission of personal information, including, but not limited to, news feed requests, brochure or video requests, listservs and mailing lists, alumni profile updates, applications and certain databases. As a general rule, Harvard Business School will not sell, swap, rent, or otherwise disclose to any third party any such personal information for commercial purposes. Such information will be utilized only for the purpose stated. To accomplish such purpose, Harvard Business School may disclose the information to its employees, consultants and agents (including, for purposes of the application process, alumni interviewers) who have a legitimate need to know the information, and to Harvard Business School clubs and other Harvard Business School organizations. Harvard Business School also reserves the right to disclose this information under special circumstances, including disclosures required by law, court order or circumstances under which disclosure, in the sole discretion of Harvard Business School, is necessary to protect the legal rights, including the intellectual property rights, of Harvard Business School or the President and Fellows of Harvard College.
  - (a) We use your IP address to help diagnose problems with our server and to administer our website by identifying which parts of our Service are most heavily used, and (2) where our user audience originates. We use this information to help tailor content to user needs and preferences. We do not link IP addresses to anything personally identifiable. This means that user sessions will be tracked, but the users will remain anonymous.
  
  - (b) The email address you provide may be used to send you information, respond to inquiries, and/or other requests or questions. We will not display your specific geographical location or address on any interactive forums on the Service without your express permission, although we may display your general geographic

vicinity on the Service in connection with any user stories or comments you share on interactive forums.

- (c) In addition, user activity may be tracked using Google Analytics. Google Analytics is subject to the privacy policy of Google, Inc., which you can find on Google's website. This data may be used to optimize our website for our users, and does not include personally identifiable information such as name or contact information.
- (d) The Service contains user-to-user messaging capabilities, through which users can contact and share information with other users. We do not access or otherwise use the content of user-to-user communications but may store message header information solely for support, monitoring and usage analytics. We do not share this information with outside parties.

3. Device information collected by us:

- (a) We may collect non-personal information about the computer, mobile device or other device you use to access the Service, such as IP address, geo-location information, or other information of this nature. We use this information in an aggregate fashion to track access to the Service. At no time do we disclose Service usage by individual IP addresses. Web server logs are retained on a temporary basis and then deleted from our systems.

4. Cookies:

- (a) Cookies are small files that are stored on your computer (unless you block them). We may use cookies to understand and save your preferences for future visits and compile aggregate data about Service traffic and Service interaction so that we can offer better Service experiences and tools in the future.
- (b) We may contract with third-party service providers to assist us in better understanding our users. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our website. Cookies may be set by an organization other than the Service. These "third-party cookies" may, for example, originate from websites such as YouTube, Twitter, Facebook, Google Plus or other social media services for which the Service may have implemented "plug-ins."
- (c) Since the cookie policies of these sites change over time, you should determine their policies by visiting the privacy policy pages of these sites directly. You may disable cookies through your individual browser options.

5. Links to third-party websites. We may provide hyperlinks to third-party websites, including but not limited to, websites operated by Harvard alumni, as a convenience to users of the Service. The Service does not control third-party websites and is not

responsible for the contents of any linked-to, third-party websites or any hyperlink in a linked-to website. We are not responsible for the privacy practices or the content of third-party websites.

6. Email policy. The Service may occasionally send you email communications to inform you of news, events and information relevant to you. You may manage your subscriptions to these emails in your Alumni Profile. If you require assistance in opting out of emails, please contact [alumni\\_records@hbs.edu](mailto:alumni_records@hbs.edu). If you send us email messages, you should be aware that information disclosed in email may not be secure or encrypted and thus may be available to others. We suggest that you exercise caution when deciding to disclose any personal or confidential information in email. We will use your email address to respond directly to your questions or comments. We will not share, sell, rent, swap or authorize any third party to use your e-mail address for commercial purposes without your permission.
7. Information protection: To prevent unauthorized access, maintain data accuracy and ensure the appropriate use of information we gather about you, we have taken commercially reasonable steps to protect the information. However, no method of transmission over the Internet, or method of electronic storage, is 100% secure.
8. Contacting this website: If you have any questions about this Privacy Policy, the practices of this Service, or your dealings with this Service, you can contact [alumni\\_records@hbs.edu](mailto:alumni_records@hbs.edu).
9. Changes to this policy: This Privacy Policy may be amended from time to time. Any such changes will be posted on this page. The effective date of this policy November 17, 2016.