



PRIVACY POLICY

What information do we collect and how is it used?

The Next Step collects and stores certain data from scholarship applicants, donors, potential employees, potential board members, and generally at The Next Step. This Privacy Policy describes The Next Step's data collection and storage policies. Data that is available from public or otherwise non-confidential sources is not protected simply because it also is collected and stored by The Next Step. Only if the data is obtained solely from The Next Step is it considered protected Personal Information under this Privacy Policy.

Student Application Data

Your participation in The Next Step's scholarship program is voluntary and you may choose whether to participate. To be considered for a scholarship, you will be required to submit data electronically so that we may review and consider your application in order to select award recipients. By submitting an application, you consent to the processing of your personal information by The Next Step and its employees and board members for the purpose of reviewing and considering applications and selecting award recipients.

Types of personal information ("Personal Information") information may include, but are not limited to:

- full name
- address
- email address and phone numbers
- birthdate
- gender
- ethnicity
- marital status
- living situation
- dependents
- employer and proof of employment
- 12-step recovery program information
- academic information
- current and future enrollment information
- financial data
- personal essays

The Next Step processes your Personal Information only for the purpose for which it was collected in accordance with this Privacy Policy. We review our data collection,



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storage, and processing practices to ensure we only collect, store, and process the Personal Information needed to administer the scholarship.

When you complete our online application, data you enter during the application process is automatically saved to our third-party servers for your convenience. Even if the application is abandoned or not submitted, the information you provide is collected and is subject to this policy. Once data is entered, it becomes the property of The Next Step.

Data is stored electronically on a secure third-party server and physically at The Next Step location in St. Louis, Missouri, and processed at The Next Step location in St. Louis, Missouri. We may use your contact information to confirm receipt of your application, to gather more information if there are questions regarding your application, to send you notifications regarding your status, or for communication necessary to administer any scholarship. When you send email or other communications electronically, The Next Step may retain those communications to process your inquiries, respond to your request or question, and to improve our services.

No Personal Information will be shared with third parties without your express permission. We will never sell your data to third-party programs. When applicable, you may be eligible for additional donor-funded scholarships. Your application may be shared with the donor-funded scholarship selection committee, who will agree to abide by this privacy policy. No data shall be stored with donor-funded scholarship committees.

All data is subject to use in The Next Step statistical metrics, and may be shared collectively on The Next Step website, in marketing publications, and for grants. We will never share your personal metrics without your written permission.

Scholarship recipients may be asked to participate in marketing or promotional pieces, including print, video, and social media posts. This participation is always voluntary and does not affect your scholarship standing. Written permission must be given to The Next Step if you agree to participate in a marketing or promotional project. Last names will never be used in marketing or promotional pieces.



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Donor Data

The Next Step is committed to the privacy and security of both online and offline donors. All donors to The Next Step provide certain Personal Information which may include names, contact information, and financial data. We protect this information in a variety of ways.

Except as otherwise provided in this Privacy Policy, we will not sell, share or trade donor information with any other entity and we will not send mailings to our donors on behalf of other organizations unless a donor has given us specific permission to do so.

In cases where donations are processed through a third-party service provider, donor information will only be used as necessary to process the donation. All processing of payments and related information, including by third-party service providers, is protected by industry standard safeguards.

General Data

When visiting The Next Step websites, visitors have the option to enter data for the purpose of requesting information, downloading content or asking questions. This data is used only for the purpose of communicating with you and will not be shared or sold to anyone outside our organization. The Next Step may use third parties to provide certain services on our behalf ("Service Providers"). Personal information will only be shared as necessary for Service Providers to conduct their services. Service Providers are prohibited from using the data we provide to them for any other purpose.

The Next Step reserves the right to disclose Personal Information as required by law. Non-personally identifiable information may be shared as aggregate demographic information to program sponsors or may be used by The Next Step in pursuit of its philanthropic goals.

We also use personal information collected through our Sites:

- for security or fraud prevention purposes
- to improve the content, functionality, and usability of our Site
- to improve our marketing and promotional efforts
- to invite you to participate in surveys and provide feedback to us (in accordance with any privacy preferences you have expressed to us)
- to statistically analyze Site use



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- to improve our product and service offerings
- to customize our Site's content, layout, and services
- to deliver information or otherwise respond to you
- to contact you regarding administrative notices

Site management and enhancement

We use certain web technologies to assist us in providing better service. These technologies do not identify you personally and are not connected to any data you provide on the website. They provide technical and behavioral information such as the IP address, device type, browser type, and device identifier used to visit the website, the date and time of your visit, the pages you view, and (where permitted by your device) location data.

How does The Next Step secure my Personal Information?

We use commercially reasonable physical, technological, and administrative safeguards designed to protect your personal data from unauthorized use, access, or disclosure. Email is not recognized as a secure medium of communication. For this reason, we request that you do not send private or sensitive information to us by email. Some of the information you may enter on our Sites may be transmitted securely via Secure Sockets Layer (SSL), 256-bit encryption services, which are enabled by a reputable SSL certificate provider). Pages utilizing this technology will have URLs that start with HTTPS instead of HTTP. No method of transmission over the Internet or electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

In the event that your Personal Information is accessed by an unauthorized individual, you will be notified as required by law.

Links to Other Sites

This Privacy Policy applies to data collected on Sites administered by The Next Step only. The Sites may contain links to other sites that are not owned or controlled by The Next Step. Be aware when you leave our Sites and read the privacy statements pertaining to other sites you may link to.

Will this Privacy Policy CHANGE?

Because our websites and business units will continue to implement new technologies and improve the services and features we provide, this policy is subject to change at



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any time. If there are changes or additions to this Privacy Policy, we will post those changes here or in other formats we deem acceptable, so you will always know what information we collect online, how we use it and what choices you have. Your continued use of the Site after such modifications will constitute your acknowledgment of, and agreement to be bound by, the revised Privacy Policy.

Discontinue Contact and Data Removal Policy

It is the policy of The Next Step to discontinue contacting any person upon that person's written request.

Data will only be stored as long as needed to fulfill legitimate business purposes or for a period of time specifically required or allowed by applicable regulations or laws.

If you are located outside the United States and choose to provide information to us, please note that we transfer the data, including Personal Data, to the United States and process it there.

How to Contact Us

The Next Step wants your information and preferences to be accurate and complete. To update or change your information, you can send your updated information to or communicate with us to address any questions at:

The Next Step
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Saint Louis, MO 63144
admin@thenextstepstl.org
314-719-2880