

## **PRIVACY POLICY**

The Korn Ferry Charitable Foundation (the “Foundation,” “we,” “our,” or “us”) owns and operates KornFerryFoundation.org (“the Site”), Leadership U for Humanity (“LUfH”), the Lester Korn Scholarship Program (“LKSP”), the Korn Ferry Charitable Foundation Grant Program (“FGP”), and other programs run by the Foundation (“Programs”). This Privacy Policy is designed to help you understand how we process your information via the Site for donations, the Programs, and any other submissions or inquiries to the Foundation, and the choices you have about how we use your information. Specific additional rights may apply if required by applicable law.

The Privacy Policy applies to data that personally identifies you (“Personal Information”). By using the Site and the Programs, you agree to the terms of the Privacy Policy.

### **Personal Information Collected**

The Foundation gathers Personal Information you provide through its Programs, such as your name, address, and e-mail address. This information is processed based on your consent or the Foundation’s legitimate business interest.

If you make a donation to the Foundation, your Personal Information will be processed by our third-party payment processor, and subject to their terms and policies. The Foundation may receive Personal Information from our payment processor to allow us to communicate with you.

The LUfH application asks you to provide contact information, professional experience, reasons for applying to the program, and your availability to participate in the program. As part of the application, you may provide information about your racial and ethnic identity, gender identification, and sexual orientation. The application is hosted on our third-party survey service provider. We may share information about your application with the Community Partner that nominated you. If you are selected for LUfH, you will be subject to Korn Ferry’s terms and policies for the KF Advance platform and other tools and resources utilized by LUfH on behalf of the Foundation. The Foundation may also request your feedback about LUfH throughout the program. Additionally, your basic personal contact information may be shared with our third-party credentialing provider for the purpose of setting up your program completion credential.

The LKSP application is made through Scholarship America, a third party who administers the application and selection processes for the LKSP. In association with your LKSP application, the Foundation may receive your name, your contact information, and the contact information of your parent, legal guardian, or other relevant individual who is a Korn Ferry employee. Personal Information such as academic transcripts and financial information will only be processed by Scholarship America and is subject to their terms and policies. The Foundation and Korn Ferry may receive Personal Information from Scholarship America to allow us to communicate with you and, where relevant, your parent(s), legal guardian(s), or other relevant individuals if you are awarded a scholarship.

If you apply for the FGP, you may provide contact information on behalf of your organization so that we may communicate with your organization about the grant application.

We may receive personal data about you from other sources, including your company/organization, professional references, publicly-available sources, our third-party service-providers and other third parties. For example, we may receive your personal data if someone at your company or organization designates you as a contact person for that company or organization or includes information about you in proposal documents; or one of our employees or service providers provides it to us when registering you to access our facilities or our sites, or to participate in one of our events.

### **How we use your Personal Information**

We will use your information to communicate with you about your donation, your involvement (including any potential involvement) with the Programs, or to respond to a request you have made.

We do not sell or rent your email address or other information to third parties.

Because the Foundation and Korn Ferry use shared systems and spaces, your Personal Information will be shared with Korn Ferry.

The Foundation may use third-party service providers to perform a variety of functions, such as hosting the Site, assisting with donation collection, or providing technical services for the Site. Such companies may have access to Personal Information to perform their services. However, these companies may use such Personal Information only for the limited purpose of performing those services and may not use it for any other purpose.

The Foundation does not sell, transfer, or disclose Personal Information to third parties other than as outlined herein. We retain your Personal Information for as long as needed or permitted considering the purpose(s) for which it was obtained.

The Foundation will disclose the minimum amount of necessary information to satisfy any legal request in compliance with all applicable data protection regulations. Your information may be disclosed to protect the integrity of the Site, to respond to your requests, or to cooperate in any law enforcement investigation or an investigation on a public safety matter in compliance with all applicable data protection regulations.

The Foundation may use Personal Information that you provide and information we gather about you including, but not limited to, from interviews and off-boarding, for research and development purposes such as understanding the composition of our applicant pool and measuring the effectiveness of our Programs like LUfH.

### **How We Secure Your Personal Information**

The Foundation uses a variety of security measures to protect your Personal Information. We maintain physical, electronic, and procedural safeguards to help prevent unauthorized access to and improper use of Personal Information. The Foundation works to maintain up-to-date and appropriate security mechanisms.

Your Personal Information may be collected, used, processed, disclosed, and transferred to and within the United States and other countries in which we engage service providers. By using the Site and the Programs, you understand that your Personal Information may be transferred to countries outside of your country of residence, which may have different data protection rules than your country.

### **Your Choices and Rights**

Providing the Foundation with your Personal Information is voluntary, and you remain in control of all data you provide to us.

Please contact us at [privacy@kornferryfoundation.org](mailto:privacy@kornferryfoundation.org) if at any time, you would like to:

- ask questions about how we handle your Personal Information;
- correct any information we hold about you;
- withdraw your consent to our use of your Personal Information;
- request deletion of your Personal Information from the Foundation's databases;
- object to our use of your Personal Information;
- request an electronic copy of your Personal Information for purposes of transmitting it to another company (to the extent this right to data portability is provided to you by applicable law); or
- request to review, correct, update, suppress, or restrict the use of your Personal Information.

We are required to verify your identity before executing your request. In most cases, we will verify your request by: (1) confirming that you control the email address associated with your Personal Information; and (2) confirming that your description of your interactions with the Foundation matches our records. If necessary, we may require additional information to verify your request. We will not ask for a fee, unless we think your request is unfounded, repetitive, or excessive. Where a fee is necessary, we will inform you before proceeding with your request. To help us respond more quickly, we may ask you to provide more detail about your request. We may not always be able to comply with your request, for example if it would impact the duty of confidentiality we owe to others, or if we are otherwise legally entitled to deal with the request in a different way.

### **Additional Information Regarding the EEA**

EEA data subjects who have questions about our compliance with the GDPR or similar laws, including the UK Data Protection Act, may contact us at [privacy@kornferryfoundation.org](mailto:privacy@kornferryfoundation.org).

You have the right to lodge a complaint or report an alleged infringement of data protection law with the applicable data protection authority. However, we ask that you please try to resolve any issues with us first before referring your complaint to the data protection authority.

## **For California Residents**

Pursuant to the California Consumer Privacy Act of 2018 (“CCPA”), the Foundation is providing the following details regarding the categories of Personal Information that we collect, use and disclose about California residents and California residents’ rights.

We collect, and have collected within the preceding 12 months, the following categories of Personal Information, as listed in the CCPA:

Category A. Identifiers, such as name, contact information, IP address, and other online identifiers;

Category B. Personal information, as defined in the California customer records law, such as name, contact information, medical information, insurance information, education information, employment information, and government-issued ID numbers;

Category C. Characteristics of protected classifications under California or federal law, such as age, sex, disability status, primary language, race, citizenship, and marital status, to the extent required or permitted by applicable law;

Category D. Commercial information, such as transaction information and purchase history;

Category E. Internet or network activity information, such as browsing history and interactions with our website;

Category F. Audio, electronic, visual, and similar information, such as photographs or audio and video recordings created in connection with our business activities;

Category G. Professional or employment-related information, such as work history and prior employer, information relating to references, details of qualifications, skills and experience, human resources data, and data necessary for benefits and related administration services; and

Category H. Inferences drawn from any of the Personal Information listed above to create a profile about, for example, an individual’s preferences and abilities.

For information on the sources of these categories of Personal Information, please refer to the “Personal Information Collected” section in this Policy.

We do not sell your Personal Information.

For information on our purpose for collecting the above categories of Personal Information and on the third parties to whom these categories of Personal Information are shared, please refer to the “How we use your Personal Information” section of this Policy.

If you are a California resident, you may request that we:

- Disclose to you the following information covering the 12 months preceding your request:
  - The categories of Personal Information we collected about you and the categories of sources from which we collected such Personal Information;
  - The specific pieces of Personal Information we collected about you;
  - The business or commercial purpose for collecting (if applicable) Personal Information about you; and
  - The categories of Personal Information about you that we otherwise shared or disclosed, and the categories of third parties with whom we shared or to whom we disclosed such Personal Information (if applicable).
- Delete Personal Information we collected from you.
- Stop the sale of your personal information. Note that the Foundation does **not** sell your information, so this right will not be relevant.

To make a request for the disclosures, deletion, or other rights described above, please contact [privacy@kornferryfoundation.org](mailto:privacy@kornferryfoundation.org). In most cases, the Foundation will verify your request by: (1) confirming that you control the email address associated with your Personal Information; and (2) confirming that your description of your interactions with the Foundation matches our records. If necessary, we may require additional information to verify your request. If you are making a request on someone else's behalf, you must also submit signed proof of authorization and, if necessary, we may ask for additional information. We will respond to your request consistent with applicable law.

You have the right to be free from unlawful discrimination for exercising your rights under the CCPA.

### **Links to Other Sites**

We may offer links to sites that are not operated by the Foundation. If you visit one of these sites, your Personal Information will be processed according to the terms, conditions, and policies of such sites. We are not responsible for the policies and practices of other companies.

### **Changes to our Privacy Policy**

Any changes to the Privacy Policy will be posted on this page. Please check back from time to time for updates. Changes to the terms of the Privacy Policy will become effective upon posting of the revised Privacy Policy, will not be applied retroactively, and any updates will not alter how we handle previously collected information.

### **How to Contact Us**

If you have any questions about this Privacy Policy or our data privacy practices, please contact us at:

Email: [privacy@kornferryfoundation.org](mailto:privacy@kornferryfoundation.org)

Mail: Korn Ferry Charitable Foundation; 1900 Avenue of the Stars, Suite 1500; Los Angeles, CA 90067, Attn: Privacy Office.

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