

## GlycoMIP Privacy Policy

**This privacy policy (this “Policy”) was last updated on July 30, 2021.**

**GlycoMIP (“we”, “our”, “us”) takes your privacy seriously, and we want you to know how we collect, use, share and protect your information.**

**GlycoMIP** is a National Science Foundation (NSF) Materials Innovation Platform, funded under NSF Cooperative Agreement DMR-1933525 (mailing address: Fralin Life Sciences Institute, Virginia Tech, 311A Steger Hall (MC0477), 1015 Life Sciences Circle, Blacksburg, VA 24061, email address: [info@glycomip.org](mailto:info@glycomip.org)).

We are committed to protecting your privacy, and this Policy is intended to describe our information collection, use and sharing practices in connection with the <https://glycomip.org/> website or any website or service that links to or refers to this Policy (collectively, the “**Sites**”), and in connection with any services we provide (the “**Services**”). As noted below, our data practices depend on how you interact with our Services, and how you receive and pay for Services.

Please review the entire Policy and contact us at [info@glycomip.org](mailto:info@glycomip.org) if you have any questions about your information. By using this Site, you consent to the collection, use, and disclosure of your information in accordance with the Policy. If you feel uncomfortable with the ways we use information in order to deliver our services, please do not use this website or the GlycoMIP services.

### Included in this Policy

This Policy explains GlycoMIP’s practices where we process “personal data,” which is information that relates to an identified or identifiable individual. To “process” or “processing” means the use of personal data including, collecting, recording, storing, using, analyzing, combining, transferring, disclosing, or deleting.

This policy does not apply to any other websites that you visit before our Sites or any third-party sites that may be accessed from our Sites. Please read this Policy carefully so that you understand your rights in relation to personal data, and how we will process that personal data.

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## Personal Information

In order to provide services, information, and training, we need to collect certain Personal Identifiable Information (PII). We collect only the information needed for the process or task. The table below shows what information we collect and for what purpose.

Types of Personal Data	How Data is Collected	What We Do with Your Information	Legal Basis for Data Subject to the EU General Data Protection Regulation (GDPR)
<p><b>Proposal and Service/Sample Request Submissions</b></p> <ul style="list-style-type: none"><li>• First name (Required)</li><li>• Last name (Required)</li><li>• Email address (Required)</li><li>• Mailing address (Required)</li><li>• Shipping address (Voluntary)</li><li>• Type of submitting organization (Required)</li><li>• Demographic information that includes gender and ethnicity (Voluntary)</li><li>• Digital Image (Voluntary)</li></ul>	<ul style="list-style-type: none"><li>• Surveys</li><li>• Submitted documents</li><li>• In person (on-site users)</li></ul>	<ul style="list-style-type: none"><li>• Contact you</li><li>• Invoice you and obtain payment for our services</li><li>• Communicate with you</li><li>• Let you know about GlycoMIP services</li><li>• Fulfill your request for GlycoMIP products or services</li><li>• Help inform you of new processes, products, or services</li><li>• Add you to our mailing list(s)</li><li>• Send you promotional materials from us or on behalf of our affiliates and trusted third-party partners</li><li>• Meet NSF reporting requirements</li></ul>	<ul style="list-style-type: none"><li>• Consent/explicit consent (where this includes sensitive data under GDPR)</li><li>• Contract</li><li>• Legitimate interests</li></ul>

		<ul style="list-style-type: none"> <li>• Analyze how our Services are used so we can improve your experience</li> <li>• Analyze the use of the Sites and user data to understand and improve the Sites</li> <li>• Prevent potentially prohibited or illegal activities and otherwise in accordance with our Terms and Conditions.</li> <li>• Include in social media, publication, or presentation citation</li> </ul>	
<p><b>Event Registration</b></p> <ul style="list-style-type: none"> <li>• First name (Required)</li> <li>• Last name (Required)</li> <li>• Email address (Required)</li> <li>• Mailing address (Voluntary)</li> <li>• Demographic information (Voluntary)</li> <li>• Digital Image (Voluntary)</li> </ul>	<ul style="list-style-type: none"> <li>• Surveys</li> <li>• Submitted documents</li> <li>• In person</li> <li>• By phone</li> </ul>	<ul style="list-style-type: none"> <li>• Contact you</li> <li>• Invoice you and obtain payment for our services</li> <li>• Communicate with you</li> <li>• Register you for an event</li> <li>• Add you to our mailing list(s)</li> <li>• Send you promotional materials from us or on behalf of our affiliates and trusted third-party partners</li> <li>• Meet NSF reporting requirements</li> <li>• Analyze how our Services are used so we can improve your experience</li> <li>• Analyze the use of the Sites and user data to understand and improve the Sites</li> <li>• Prevent potentially prohibited or illegal</li> </ul>	<ul style="list-style-type: none"> <li>• Consent/explicit consent (where this includes sensitive data under GDPR)</li> <li>• Contract</li> <li>• Legitimate interests</li> </ul>

		<p>activities and otherwise in accordance with our Terms and Conditions</p> <ul style="list-style-type: none"> <li>• Include in social media, publication, or presentation citation</li> </ul>	
<p><b>Website Inquiries</b> Submission of inquiries through website:</p> <ul style="list-style-type: none"> <li>• First name (Required)</li> <li>• Last name (Required)</li> <li>• Email address (Required)</li> </ul>	<ul style="list-style-type: none"> <li>• Surveys</li> <li>• Submitted documents</li> <li>• In person</li> </ul>	<ul style="list-style-type: none"> <li>• Contact you</li> <li>• Respond to your inquiry</li> <li>• Fulfill your request for products, services, or information</li> <li>• Add you to our mailing list(s)</li> <li>• Send you promotional materials from us or on behalf of our affiliates and trusted third-party partners</li> <li>• Analyze the use of the Sites and user data to understand and improve the Sites</li> </ul>	<ul style="list-style-type: none"> <li>• Consent/explicit consent (where this includes sensitive data under GDPR)</li> <li>• Legitimate interests</li> </ul>
<p><b>Technical Data</b> Technical information from the systems, applications and devices that are used to access the Sites such as:</p> <ul style="list-style-type: none"> <li>• Information on the device, device operating system</li> <li>• Metrics on Site use</li> </ul>	<ul style="list-style-type: none"> <li>• Automatically through use of the Services</li> </ul>	<ul style="list-style-type: none"> <li>• Create anonymized and/or aggregate data to improve and deliver Services</li> <li>• Facilitate the delivery of our infrastructure</li> <li>• Monitor for fraudulent, harmful, unauthorized, or illegal activity</li> </ul>	<ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Legitimate interests</li> <li>• Contract</li> </ul>
<p><b>Persistent Identifiers</b> Data collected through the use of cookies, pixels, or other tracking technologies (such as Google Analytics and Google Ads):</p>	<ul style="list-style-type: none"> <li>• Collected automatically when you use the Services</li> </ul>	<ul style="list-style-type: none"> <li>• To provide you with Services</li> <li>• To improve and develop Services</li> <li>• To analyze how Services are used so we</li> </ul>	<ul style="list-style-type: none"> <li>• Contract</li> <li>• Legitimate interests</li> </ul>

<ul style="list-style-type: none"> <li>• Internet protocol (IP) addresses</li> <li>• Device ID</li> <li>• Browser type</li> <li>• Internet service provider (ISP)</li> <li>• Referral URL</li> <li>• Geolocation information (derived from IP Address)</li> <li>• Pages and files viewed on our Sites (e.g., HTML pages, graphics, etc.)</li> <li>• Operating system</li> <li>• Date/time stamp</li> </ul>		<p>can improve your experience</p> <ul style="list-style-type: none"> <li>• Marketing, including tailoring advertising</li> </ul>	
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With your consent or at your direction, we may share information for any other purposes disclosed to you at the time we collect the information or pursuant to your consent or direction.

### Data Shared with the National Science Foundation (NSF)

We are required to submit reports and project highlights to our funding agency, the NSF. These may include first and last name, email address, organization type and demographic information (self-reported and voluntary). For *NSF Highlights* digital images may be used.

Outside of the PII (Personally Identifiable Information) listed above, only anonymized data will be reported to NSF. We will not disclose any PII entered by you into our forms to third parties, unless required to do so by state or federal law or in support of university sponsored programs. If we are required to disclose information about you by law, we will attempt to notify you prior to disclosing the information.

### Use of Cookies

We do use cookies or web beacons. A cookie is information sent by a web server to a web browser and stored by the browser. Each time the browser requests a page from the web server, the cookie communicates with the web server. This allows the web server to identify and track the web browser. We use cookies to make the website work or work more efficiently as well as to provide us with information. For example, cookies gather information about how long you spend on a web page so that we can understand web pages are of most interest to you.

We may also receive information about you from other sources, including through third-party services and organizations. For example, if you access third-party services, such as Facebook, Google, or Twitter, through the Sites to login to the Sites or to share information about your experience on the Sites with others, we may collect information from these third-party services.

## Google Analytics

This website uses Google Analytics to track website use. Google Analytics use a first party cookie, which collects information such as:

- the website that you visited prior to this one,
- which pages of this website you viewed, and
- for what period of time you viewed each page.

This information is sent to a Google server within the U.S. and stored for 26 months. We use this data to learn how many times our website is viewed, and which pages are accessed most frequently. (The full Terms of Service for Google Analytics can be found at [https://marketingplatform.google.com/about/analytics/terms/us/.](https://marketingplatform.google.com/about/analytics/terms/us/))

## Your Choices on How We Collect or Use Your Information

You may be able to refuse or disable cookies by adjusting your web browser settings. Because each web browser is different, please consult the instructions provided by your web browser (typically in the “help” section). If you choose to refuse, disable, or delete these technologies, some of the functionality of the Sites may no longer be available to you. Some web browsers transmit “do-not-track” signals to websites. We currently do not take action in response to these signals.

To opt out of interest-based advertising across browsers and devices from companies that participate in the Digital Advertising Alliance or Network Advertising Initiative opt-out programs, please visit their respective websites. If you opt out, you will still receive ads, but they may not be as relevant to you and your interests, and your experience on our Sites may be degraded.

## California Privacy Rights

Under the California Consumer Privacy Act (CCPA), California residents are afforded certain rights about personal information that businesses collect about them.

### How we Collect and Share California Resident’s Information

The chart below shows the categories of personal information that we have collected and shared over the past twelve (12) months, the purposes for the collection and the types of organizations with which we have shared information.

<b>Categories of Information</b>	<b>Sources of Information</b>	<b>Uses of Information</b>	<b>Sharing of Information</b>
<b>Identifiers</b> including your name, address, email, and Internet Protocol (IP) address	Directly from you, for example from forms you complete	We collect identifiers to communicate with you, including for marketing purposes; and to operate our website	We share this information with service providers who help us process and use information subject to written agreements. We do not sell this information
<b>Professional and employment information</b> such as job title, institution, or company	Directly from you	We collect this information to provide services to you and to communicate with you about our services, including for marketing purposes	We share this information with service providers who help us process and use information subject to written agreements
<b>Characteristics of protected classification</b> under California or federal law, such as age, ethnicity, and gender identity	Directly from you, for example from forms you complete	We collect this information for NSF reporting purposes	We share this information with service providers who help us process and use information subject to written agreements
<b>Internet or other electronic network activity information</b> , such as IP addresses and cookies	Directly from your device	We collect this information to improve our website	We share this information with service providers who help us process and use information subject to written agreements

**Your Rights and Choices**

Consumers have the following rights under CCPA:

- *Right to Know.* You have the right to request that we tell you what personal information we maintain about you.

- *Right to Delete.* You have the right to request that we delete personal information that we have collected from you. Note that some of the information you maintain about you we may not be able to delete due to contractual or regulatory obligations.
- *Right to Opt-Out of the Sale of Personal Information.* We do not sell your personal information.
- *Right to Nondiscrimination.* You have the right not to be discriminated against for exercising your rights under CCPA. We will not discriminate against you for exercising your rights under CCPA.

To exercise your rights, you can contact us at [info@glycomip.org](mailto:info@glycomip.org). The request must be made by you or someone authorized to act on your behalf as indicated by providing a written permission signed by you. We will need to confirm your identity before we can act on your request. Please note that you may only make a request for access twice in a twelve (12) month period.

### European/UK Users

As a resident of the EEA or the UK, you may have the right to exercise certain privacy rights. We will process your request in compliance with the applicable data protection laws and regulations.

- *Right to not consent or to withdraw your consent.* We may ask for your consent to process certain personal data. Where we do so, you may have the right not to give your consent or to withdraw your consent. This does not impact any processing of your data based on the consent that took place before your withdrawal.
- *Right of Access.* You may have the right to access personal data that we maintain about you.
- *Correction.* You may have the right to correct any inaccurate or incomplete personal data that we maintain about you.
- *Right of erasure.* In certain circumstances you may have the right to the deletion or erasure of personal data that we maintain about you. This is not applicable in all situations and we may not be able to comply with your request.
- *Right to Object to or Restrict Processing.* You may have the right to request that we stop processing your data and/or stop sending you information about our services.
- *Right to complain to your local Data Protection Authority.* You have the right to complain to a data protection authority about our collection and use of your personal data.

To exercise any of the rights above please email us at [info@glycomip.org](mailto:info@glycomip.org). Please note that a number of these rights only apply in certain circumstances and all are limited by law. We will use commercially reasonable efforts to delete your personal data but will retain information as needed to comply with regulator requests or applicable to federal, state, or local law. Where legally allowed, we may decline your requests including those that are unreasonably repetitive, require disproportionate technical effort, or jeopardize the privacy of others.

## How We Share European/UK Privacy Data

Although we do not sell or rent your personal data to third parties, we may share your personal data for:

- *Legal compliance.* We may disclose your information as needed to comply with the law, court order, or other legal process or to protect the rights, property or safety of you, other users, others, or the legitimate interests of Glycomip.
- *With service providers or vendors,* for business purposes in our legitimate interest, or to perform a contract with you.
- *When you request us to share information with third parties,* with consent or to perform a contract with you. With your permission, we will disclose your personal information to relevant third parties.
- *With professional advisors,* in our legitimate interests of as required by law we may share your personal data with professional advisors such as auditors, law or accounting firms.
- *With our affiliates,* in our legitimate interests with companies within our corporate family.
- *In connection with an asset sale or purchase, a purchases, merger, bankruptcy, or other business transaction.* In our legitimate interests as necessary while negotiation of in relation to a change or corporate control such as restructuring, merger or sale of our assets.

We may also provide third parties with statistics, traffic patterns and related information related to the use/visit of our services each month. They do not contain information that personally identifies you.

## European/UK Privacy International Transfers

By using our services or providing personal data for any purpose as defined in this policy, you acknowledge that your personal data may be transferred to or stored in the United States or other countries around the world. Such controls may have rules that are different and perhaps less protective that those of your country.

## Minors

We do not knowingly collect any personal information from children under the age of 13 without parental consent, unless permitted by law. If we learn that a child under the age of 13 has provided us with personal information, we will delete it in accordance with applicable law.

## Retention

We will retain your information in accordance with the appropriate limitation periods as required by local law, in line with our legitimate business purposes, as required in order to comply with our legal obligations, a court order or to defend or pursue legal claims, in line with industry codes of practice, to resolve disputes and enforce our agreements.

## Security

We use reasonable measures to help protect information from loss, theft, misuse and unauthorized access, disclosure, alteration, and destruction. You should understand that no data storage system or transmission of data over the Internet or any other public network can be guaranteed to be secure.

## Changes to the Privacy Policy

We may update this Policy from time to time. When we update the Policy, we will revise the “Effective Date” date above and post the new Privacy Policy. We recommend that you review the Privacy Policy each time you visit the Sites to stay informed of our privacy practices.

## Contact Information

If you have any questions about this Policy or our practices, please contact us at:  
[info@glycomip.org](mailto:info@glycomip.org)