

PRIVACY NOTICE

This notice describes Dance Houston's policy regarding the nature, purpose, use, and sharing of any information collected via this system. The information you provide to Dance Houston will be used only for its intended purpose. Dance Houston will restrict disclosure of your private information and will exercise due diligence in protecting your information from unauthorized access.

Submitting information is strictly voluntary. By doing so, you are giving Dance Houston your permission to use the information for the intended purpose. If you do not want to give Dance Houston permission to use your information, simply do not provide it. However, not providing certain information may result in Dance Houston's inability to provide you with the information or services you desire.

There are several types of information Dance Houston collects. These include:

1. Automatically Collected Information
2. Information Collected for Tracking and Customization (Cookies)
3. Personal Information
4. Information from Children

Automatically Collected Information

Dance Houston collects and temporarily stores certain technical information about your visit for use in site management and security purposes. This information includes:

1. The Internet domain from which you access Dance Houston's website (for example, "xcompany.com" if you use a private Internet access account, or "yourschool.edu" if you connect from an educational domain);
2. The IP address (a unique number for each computer connected to the Internet) from which you access Dance Houston's website;
3. The type of browser (e.g., Netscape, Internet Explorer) used to access Dance Houston's site;
4. The operating system (Windows, Unix, etc.) used to access Dance Houston's site;
5. The date and time you access Dance Houston's site;
6. The URLs of the pages you visit;
7. Your username, if it was used to log in to the website; and
8. If you visited this Dance Houston website from another website, the URL of the forwarding site.

This information is only used to help Dance Houston make Dance Houston's site more useful for you. With this data Dance Houston learns about the number of visitors to Dance Houston's site and the types of technology Dance Houston's visitors use.

Except for authorized law enforcement investigations, no attempts are made to identify individual users or their usage habits. Raw data logs are retained temporarily as required for security and site management purposes only.

Personal Information

If you choose to provide Dance Houston with personal information, through such methods as completing a form or sending Dance Houston an email, Dance Houston will use that information to respond to your message and to help Dance Houston get you the information or services you have requested.

Remember that email isn't necessarily secure. You should never send sensitive or personal information like your Social Security number in an email. Use postal mail or a secure website instead.

Dance Houston's website may ask visitors who request specific information to fill out a registration form. Other information collected at Dance Houston's website through questionnaires, feedback forms, or other means, enables Dance Houston to determine visitors' interests, with the goal of providing better service to Dance Houston's patrons.

Interaction with Children

The Children's Online Privacy Protection Act (COPPA) governs information gathering online from or about children under the age of 13. Verifiable consent from a child's parent or guardian is required before collecting, using, or disclosing personal information from a child under the age of 13.

Dance Houston collects no information about you or your child, other than that detailed in the previous section, when you visit Dance Houston's website unless you choose to provide information to us. When Dance Houston needs to collect information about a child under 13 years old, COPPA required information and instructions will be provided by the specific Web page that collects information about the child. The Web page will specify exactly what the information will be used for, who will see it, and how long it will be kept.

There are several exceptions that permit collection of a child's email address without receiving parental consent in advance:

- To provide the parents with notice and to seek consent for communications with the child. Note: this may require collection of the parent's email address as well.
- To respond to a one-time request from a child.
- To respond more than once to a child's request; i.e., subscription to a newsletter. However, parental consent is required prior to the second communication.
- To protect the site or to respond to law enforcement; i.e., in the case of a Web site compromise.

Personal information about children under 13 years of age may be needed to respond to his/her communication to Dance Houston, such as to receive materials or to acquire information for a school project. Personal information about your child will be destroyed immediately upon completion of its intended purpose. On rare occasions, it may be determined that a communication from a child under 13 years old should be maintained for historical purposes. Should such an occasion occur, Dance Houston will obtain the necessary consent from the child's parent.

Finally, Dance Houston provides on-line tools and services in support of Dance Houston's mission. A child under 13 years old may inadvertently provide personal information to one of these services. If this should happen, the information about the child will be deleted immediately upon discovery.

Sharing Information

Information about Dance Houston's patrons is an important part of Dance Houston's mission, and Dance Houston is not in the business of selling it to others. Dance Houston shares patron information only as described below that either are subject to this Privacy Notice or follow practices at least as protective as those described in this Privacy Notice.

- **Affiliated Businesses Dance Houston Does Not Control:** Dance Houston works closely with affiliated dance organizations. In some cases, Dance Houston produces performances, or provide services jointly with these businesses. You can tell when a third party is involved in your transactions, and Dance Houston shares customer information related to those transactions with that third party.
- **Third-Party Service Providers:** Dance Houston employees other companies and individuals to perform functions on Dance Houston's behalf. Examples include fulfilling orders, delivering packages, sending postal mail and e-mail, removing repetitive information from customer lists, analyzing data, providing marketing assistance, providing search results and links (including paid listings and links), and processing credit card payments. They have access to personal information needed to perform their functions, but may not use it for other purposes.
- **Promotional Offers:** Sometimes Dance Houston sends offers to selected groups of Dance Houston patrons on behalf of other businesses. When Dance Houston does this, Dance Houston does not give that business your name and address. If you do not want to receive such offers, please write us at mail@dancehouston.org or Dance Houston, 406 W. Clay, Houston, TX 77019.
- **Protection of Dance Houston and Others:** Dance Houston releases account and other personal information when Dance Houston believes release is appropriate to comply with the law; or protect the rights, property, or safety of Dance Houston, Dance Houston's users, or others. This includes exchanging information with other companies and organizations for fraud protection and credit risk reduction. Obviously, however, this does not include selling, renting, sharing, or otherwise disclosing personally identifiable information from customers for commercial purposes in violation of the commitments set forth in this Privacy Notice.
- **With Your Consent:** Other than as set out above, you will receive notice when information about you might go to third parties, and you will have an opportunity to choose not to share the information.

Security of Privacy Information

- Dance Houston works to protect the security of your information during transmission by using Secure Sockets Layer (SSL) software, which encrypts information you input in transit.
- Dance Houston reveals only the last four digits of your credit card numbers when confirming an order. Of course, Dance Houston transmits the entire credit card number to the appropriate credit card company during order processing.