## **Privacy Policy**.

This privacy policy ("Policy") describes, in general, how Music Together in the Valley LLC ("We" or "Us") collects information from users of our web site ("Site") located at www.musictogetherclasses.org and our services and products, how we use that information, and with whom we may share such information. Please take a few minutes to read our Privacy Policy so that you understand how Music Together in the Valley LLC treats your information.

## 1. INFORMATION WE COLLECT

As we explain in more detail below, we may collect information about you when you visit the Music Together in the Valley LLC site, when you request information through our Site, and when you register for any services offered through the Site. Music Together does not knowingly collect information from or about persons under the age of eighteen.

#### a. User-provided Information

We collect Personal Information from users of our web site, for example, through such users' activities, transactions, and completion of online forms on our web site. Such information is collected, for example, when users register or subscribe for accounts or features on our Site, make online purchases, complete surveys, contribute comments to any forum that we may make available on or through our Site, submit a comment or question to us using a "contact us" or similar feature on our Site, send us an e-mail, or in any other way submit Personal information to us via our Site.

#### **b.** Web Site Usage Information

We may use "cookies" to keep, and sometimes track, information about you. Cookies are small data files that are sent to your browser or related software from a web server and stored on your computer's hard drive. Cookies track where you travel on our Site and what you look at and purchase. They may store the information in your shopping cart and/or your username and/or password. A cookie may enable us to relate your use of our Site to other information about you, including your Personal Information. All of these purposes serve to improve and personalize your experience on our web site.

Most web browsers can be set to inform you when a cookie has been sent to you and provide you with the opportunity to refuse that cookie. Additionally, if you have a Flash player installed on our computer, your Flash player can be set to reject or delete Flash cookies. However, refusing a cookie may, in some cases, preclude you from using, or negatively impact the display or function of, the Site or certain areas or features of the Site.

We may also use "clear GIFs" (aka "Web beacons" or "pixel tags") or similar technologies in the Site and/or in our communications with you to enable us to know whether you have visited a page in the Site or received a message. A clear GIF is typically a one-pixel, transparent image (although it can be a visible image as well), located on a web page or in an e-mail or other type of message, that is retrieved from a remote site on the Internet, enabling the verification of an individual's viewing or receipt of a web page or message. A clear gif may enable us to relate your viewing or receipt of a web page or message to other information about you, including your Personal Information.

Our server automatically collects data about your server's Internet address when you visit us. This information, known as an Internet Protocol address, or IP Address, is a number that's automatically assigned to your computer by your Internet service provider whenever you're on the Internet. When you request pages from our Site, our servers may log your IP Address and sometimes your domain name. Our

server may also record the referring page that linked you to us (e.g., another web site or a search engine); the pages you visit on this Site; the web site you visit after this web site; other information about the type of web browser, computer, platform, related software, and settings you are using; any search terms you have entered on this web site or a referral site; and other web-usage activity and data logged by our web servers. We use this information for internal system administration, to help diagnose problems with our server, and to administer our Site. Such information may also be used to gather broad demographic information, such as country of origin and Internet Service Provider. We may also link this information with your Personal Information.

Any or all of these activities with regard to Web Site Usage Information may be performed on our behalf by our services providers such as Google Analytics, Constant Contact, Formstack, Paypal, and EventBrite.

#### 2. RIGHT TO OPT IN AND OPT OUT

You may have the opportunity on the Site to opt in and opt out of certain of our uses of your Personal Information. For example, you may elect to opt out of receiving communications from us by sending ann email to clarice@musictogetherclasses.org. You also may be able to make these requests by adjusting your preferences in your Site account or profile, if such an account or profile is available. You will also be able to opt out of Company's promotional e-mails by clicking on an opt-out or unsubscribe link within the e-mail you receive. In the opt-out e-mail, please indicate whether: (i) you would like to opt out of receiving communications from Music Together in the Valley LLC in general or just certain types of communications (e.g., just e-mail, postal mail, and/or phone communications, (ii) you would like to opt out of only certain Music Together in the Valley or Music Together e-newsletters or correspondence, and, if so, which ones.

Please understand that if you opt out of receiving promotional correspondence from us, we may still contact you in connection with your relationship, activities, transactions, and communications with us.

## 3. HOW IS PERSONAL INFORMATION USED

We will use the Personal Information you provide to our Site, for example, to respond to your requests and to provide you with our services and features. We may also use your Personal Information to maintain our internal record keeping. We may match information collected from you through different means or at different times, including both Personal Information and Web Site Usage Information, and use such information along with information obtained from other sources, including third parties.

In addition, we may send you notices (for example, in the form of e-mails, mailings, and the like) and otherwise correspond with you about products, services, companies, and events, sponsored by us and others, that we think might interest you. You may opt out of receiving such correspondence by following the instructions in the "Right To Opt In and Opt Out" section.

We may analyze user behavior as a measure of interest in, and use of, our Web Site and e-mails, both on an individual basis and in the aggregate.

# 4. DO WE SHARE PERSONAL INFORMATION AND WEB SITE USAGE INFORMATION WITH OTHERS?

#### a. Public Forums and Submitted Content

When you contribute to a public area or similar feature of our Site, or provide comments or contribute to any open forum that we may make available on or through our Site, or when you contribute content to our Site, the information that you submit may be made available to other users of the Site as well as the general public. For this reason, we recommend that you do not include any sensitive information or information you wish to remain confidential on, or in your submissions to, these areas of our Site, as the information may be accessed by the public.

#### b. Service Providers

We may use third-party partners to help operate and/or promote our Site and deliver our products and services, and we may share your information with our affiliates, service providers, and other third parties that provide products or services for or through the Site or for our business (such as web site or database hosting companies, address list hosting companies, e-mail service providers, analytics companies, distribution companies, institutions of higher education, fulfillment companies, promotional partners, licensees of our data and other similar service providers that use such information on our behalf). These may include Google Analytics, MailChimp, EventBrite, PayPal, Constant Contact, and FormStack. If you have your own accounts with our third party partners you may receive communications from them, and you should contact them if you want to opt out of receiving such communications.

#### c. Aggregate Statistics

We may disclose aggregate statistics regarding user behavior as a measure of interest in, and use of, our Site and e-mails to third parties in the form of aggregate data, such as overall patterns or demographic reports that do not describe or identify any individual user.

## d. Legally Compelled Disclosures

We may disclose user information (which may include Personal Information) to government authorities and to other third parties when compelled to do so by government authorities, at our discretion, or otherwise as required or permitted by law, including but not limited to in response to court orders and subpoenas. We also may disclose user information when we have reason to believe that someone is causing injury to or interference with our rights or property, other users of the Site, or anyone else that could be harmed by such activities.

#### e. Business Transfers

In the event that we, or substantially all of our assets, are acquired by one or more third parties as a result of an acquisition, merger, sale, reorganization, consolidation, or liquidation, Personal Information may be one of the transferred assets.

## 5. SECURITY

We will take reasonable steps to protect the security and integrity of all Personal Information provided to us via our Site. However, due to the inherent nature of the Internet as an open global communications vehicle, we cannot guarantee that information, during transmission through the Internet or while stored on our system or otherwise in our care, will be absolutely safe from intrusion by others, such as hackers.

If you contact us by e-mail or a "contact us" or similar feature on our Site, you should be aware that your transmission might not be secure. A third party could view information you send by these methods in transit.

You may be able to create an account on our Site with a username and password. If so, you are responsible for maintaining the strict confidentiality of your account password, and you shall be responsible for any access to or use of the Site by you or any person or entity using your password, whether or not such access or use has been authorized by or on behalf of you. You agree to immediately notify us of any unauthorized use of your password or account or any other breach of security. We will not be responsible or liable for any loss or damage arising from your failure to comply with this provision, nor will we have liability for disclosure of your information due to errors or unauthorized acts of third parties during or after transmission.

In the unlikely event that we believe that the security of your Personal Information in our possession or control may have been compromised, we may seek to notify you of that development. If a notification is appropriate, we would endeavor to do so as promptly as possible under the circumstances, and, if we have your e-mail address, we may notify you by e-mail. You consent to our use of e-mail as a means of such notification.

### 6. CONSENT TO PROCESSING

By providing Personal Information to our Site, you understand and consent to the collection, maintenance, processing, and transfer of such information in and to the United States and other countries and territories.

## 7. THIRD-PARTY "LINKED-TO" SITE

When you are on our Site you may have the opportunity to visit, or link to, other sites not operated by us. These sites may collect Personal Information from and about you. We do not control such sites and are not responsible for the privacy and information practices of these sites. This Privacy Policy does not address the privacy and information practices of those other sites.

## 8. CHANGES TO THIS PRIVACY POLICY

We reserve the right to change or update this Privacy Policy, or any other of our policies or practices, at any time, and we will notify users of our Site by posting such changed or updated Privacy Policy on this page. Any changes or updates will be effective immediately upon posting to the Site. Under certain circumstances, we may also elect to notify you of changes or updates to our Privacy Policy by additional means, such as posting a notice on the front page of our Site or sending you an e-mail.

## 9. CONTACT US

If you have any questions or comments regarding our privacy practices, you may contact us at clarice@musictogetherclasses.org or 651-439-4219.