

## **WEB SITE PRIVACY STATEMENT**

Welcome to the official web site of Center City Opera Theater. We have created this web site to provide information about Center City Opera Theater, its productions, and events, and to fulfill ticket requests and accept contributions. To help us achieve these purposes in a manner that is convenient for you, we do gather two types of limited information from visitors to our web site: anonymous usage information and the personal information provided by those who register with us. Please read on for details about what information we gather and how we use it.

### **Anonymous Information**

You are welcome to visit and browse our web site as often as you like without logging in and no personally identifiable information about your visit will be collected. Our web servers track usage information for these visits, but on an entirely anonymous basis. This usage information is general data about how visitors use our web site, which pages are most frequently visited, which web sites most frequently refer visitors to our site, and how long customers spend on our site, etc. Our servers track your usage by logging your IP address. We do not associate the anonymous information we collect through the tags with any personal information and we do not otherwise monitor this information on an individual basis. Instead, we aggregate this usage information and use it only to monitor macro-level usage trends, to evaluate the effectiveness of our web site's design, to determine what customers do and do not use on the web site, and to improve the web site's overall usability. We may perform (or have third-parties perform) analyses of visitors' behavior, and may share aggregated data with sponsors and advertisers, again on an entirely anonymous basis.

### **Personal Information**

Personal information is any data related to the personal identity of a visitor to a web site. A customer's name, address, phone number, credit card number, email address, and purchase history are all examples of personal information. We do not require visitors to provide any personal information in order to browse our site or to obtain general information on our web site. We do, however, require visitors to provide personal information when they request a brochure or create an online account (called "Online Express"). Registered Online Express customers can purchase tickets and make contributions online and enroll in Center City Opera Theater's e-mail service. We collect only the personal information that a registrant specifically provides when registering, including User Name and Password. If you register, this information is used to fulfill your request and provide a record of your transaction. It is stored by Center City Opera Theater in its off-site database, and used again in subsequent visits only if you want to make another purchase, contribution, or inquiry. Until that point — when you log in again — your return visit is anonymous, as only logging in triggers personal recognition on our site.

We also use personal information from registrants to add to or update our mailing (postal) and telephone lists for season schedules, special offers and general information. We may also use the personal information to evaluate our registrants' usage and transactions, and to analyze how we can make the site more effective and interesting for you. Center City

Opera Theater never shares telephone numbers with any third parties, and we never release the Center City Opera Theater mailing list. Very occasionally, we allow other select not-for-profit organizations to mail their season schedules to our mailing lists. Should you prefer not to have your name traded, please call us at 215.968.2492 and ask to be placed on the "DO NOT TRADE" list.

Customers who register online are automatically subscribed to Center City Opera Theater's e-mail service. Customers may edit their e-mail preferences (i.e. choose from a selection of news and information categories) or remove their e-mail address from future mailings upon registration. Customers who are already registered may edit their e-mail preferences or remove their e-mail address from future mailings upon log in.

Center City Opera Theater is dedicated to keeping e-mail communication to a minimum. We never share e-mail addresses with third parties, including any ad server companies.

### **Cookies Used on This Site**

A "cookie" is a text file with a unique identifier that is placed on your hard disk by a web site's server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by the web site that issued the cookie to you. We do not use cookies to store anonymous information or track personally identifiable information on this site. We use cookies only in the most limited manner: to help our web servers maintain your current session as you go from one page to another. Without these cookies, our web site would not be able to keep track of your shopping cart contents, for example. The cookies we use, known as "non-persistent cookies" are erased from your computer's memory as soon as the web browser is closed.

### **Changes to Use of Information**

You can restrict our use of your information by not providing it to us; or, in the case of trading mailing list with other organizations, by calling Center City Opera Theater at the phone number shown above. If our information practices change at some point in the future, we will notify you before using your data for the new purposes and give you an opportunity to opt out of the new uses.

### **Reviewing Your Information**

You may review information we maintain about you by sending a written request for your constituent data to the address below. Instructions for correcting any inaccuracies will be provided with the response.

### **Keeping Your Information Secure**

Center City Opera Theater protects your information with appropriate security measures to reasonably protect against its loss, misuse, or alteration. Accordingly, we use secure communications technologies whenever we transfer or receive certain types of sensitive information such as financial information and we restrict access to customer information for use by authorized Center City Opera Theater employees only.

### **Constituent Data Verification**

Center City Opera Theater

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