

Saginaw Bay Symphony Orchestra Privacy Policy

The Saginaw Bay Symphony Orchestra respects its customer's right to privacy and is committed to protecting their personal information to the highest level of confidentiality. Under federal law, we are required to provide this notice, describing our practices concerning the personal information we collect and disclose about our customers. We have also included information about the parties who receive personal information from us as we conduct the business of the Orchestra. If you have any questions or concerns about this notice, please contact Saginaw Bay Symphony Orchestra at (989) 755-6471.

Information Collected

It is necessary for Saginaw Bay Symphony Orchestra to collect personal information about our customers in and for the conduct of its business as follows:

- We collect any personally identifying information, such as your name, street address, email address, telephone number, credit card number and expiration date that you provide to us for program book ads, purchasing tickets to special events or for donations received through the mail or over the telephone.
- We collect any personally identifying information, such as your name, street address, email address and telephone number that we receive from the Temple Theatre for season and individual concert ticket purchases.
- We collect personal information and email addresses through our web site if you provide it to us.
- We collect names and addresses from ticket stubs filled out for drawings at some of our special events. This information may be used for future promotional mailings.
- Names, street addresses and telephone numbers are collected and entered on our database to track contributions and other payments. Such information is used only for the purpose of creating mailing lists for season brochures, quarterly newsletters, year-end solicitations and for notifications of other events throughout the year. Credit card information is not maintained on our database.
- We collect Social Security numbers of our musicians from Forms W-9 for the sole purpose of reporting amounts paid to the Internal Revenue Service and are not used for identification. Social Security numbers shall be kept confidential and shall not be disclosed to anyone for any purpose.

The Saginaw Bay Symphony Orchestra will not disclose any information collected from the above and will protect any personal information that you share with us.

If you visit our web site at www.saginawbayorchestra.com to browse, read, or download ticket order forms:

- We automatically collect and store: the name of the domain and host from which you access the Internet; the Internet protocol (IP) address of the computer you are using; the browser software you use and your operating system; the date and time you access our sites; and the Internet address of the site from which you linked directly to our site.
- We use this information only as anonymous aggregate data to determine the number of visitors to different sections of our sites, to ensure the sites are working properly, and to help us make our sites more useful. We do not use it to track or record information about individuals.
- We do not use persistent "*cookies*" or tracking mechanisms that collect personally identifying information on our web site. Our web site uses session cookies to anonymously collect a visitor's IP address and the date and time of the visit. Session cookies are temporary files that are erased when you close all browsers. We use these session cookies for site management purposes.
- If you provide us with your personal information and email address through our web site, we will not sell it to or share it with third parties.

Links to Other Web Sites

Our web site contains links to other sites. Please be aware that we are not responsible for the privacy practices or content of those sites. We encourage you to read the privacy statements of each site that collects information from you. Saginaw Bay Symphony Orchestra's privacy policy applies solely to information collected on our web site.

Parties who receive information from us

Except as required by law or as herein described, we do not share or disclose information with other parties. SBSO does not sell, rent or share its mailing lists. SBSO may elect to send our customers mailings from other groups, but these mailings will originate with SBSO in most cases. In order to best serve all of our customers and conduct the operations of the Symphony, personal information may be exchanged with similar organizations at the request of individual customers. Further, SBSO will provide account and personal information to authorities and government agencies when legally requested.

Changes to this Privacy Policy

Our privacy policy may be modified from time to time to comply with applicable laws or to conform to our current business practices, without prior notice to our customers. We will post any changes to this policy on our web site.

E-mail us at info@saginawbayorchestra.com with questions or comments regarding our privacy practices.