



Privacy Policy

effective as of May 3, 2017

I. Our Commitment to Your Privacy

Stages Repertory Theatre respects the privacy and personal information of its constituents. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used.

Stages does not share with third parties any information you provide when purchasing a ticket, item or making a donation except (1) to the extent required by law, (2) to acknowledge your donation in our publications, (3) to share your name and postal address—but not email address or phone number—with other non-profit organizations or (4) to share your name and postal address—but not your email address or phone number—with other organizations or companies with whom we are partnering for activities related to our mission.

For more information on opting out, please see Section IX, "Unsubscribe / Opt-Out".

II. The Information We Collect

This notice applies to all information collected or submitted on Stages Repertory Theatre's website. Stages collects identifiable information in order to better fulfill your orders, facilitate customer service, and inform you of our programs, products and promotional offers. The types of personal information collected throughout Stages' website and our contracted third-party [online ticketing provider website](#) and [online donation provider website](#) are: name, shipping and billing addresses, email address, phone number and credit/debit card information.

III. How We Use the Information You Provide

We do not share personal and financial information with outside parties except to the extent necessary to complete that order. When you make purchase tickets, make a donation or purchase a product, we only use your credit card information as needed to process your transaction.

Contact information submitted to us is only available to employees managing this information for purposes of contacting you or sending you emails based on your request for information, and to contracted service providers for purposes of providing services relating to our communications with you.

A. When You Make a Donation (online or on-site)

When you make a donation online or on-site, you will be asked to provide us with the information needed to process your donation transaction and to acknowledge your generous contribution to Stages. This information will include your name, billing and mailing addresses, telephone number, email address and credit card information. Your credit card information will not be used for any purpose other than to process your transaction. We retain your personal identification information

for our records; however, Stages will not share this personal identification information with third parties, except as set forth in the section above entitled "Our Commitment to Your Privacy."

B. When You Purchase Tickets or Shop Online

When you purchase tickets or shop online, you will be asked to provide personally identifiable information necessary to fulfill the order. This may include your name, billing and shipping addresses, telephone number, email address, and credit card number. Your credit card information will not be used for any purpose other than to process your online transaction. We retain your personal identification information (as described in the section entitled "Our Commitment to Your Privacy") for our records and may share your name and postal address—but not your email address or phone number—with other non-profit organizations or partners. If you do not wish to have your personal information shared with third-party organizations, please see Section IX, "Unsubscribe/ Opt-out".

C. Email Communications

Stages regularly sends emails to our constituents to provide information and promotional offers related to our full scope of programming. Our email marketing is permission based. If you received a mailing from us, our records indicate that (a) you have expressly shared this address for the purpose of receiving information in the future ("opt-in"), or (b) you have registered or purchased or otherwise have an existing relationship with us. We respect your time and attention by controlling the frequency of our mailings.

Each email sent contains an easy, automated way for you to cease receiving email from us, or to change your expressed interests. If you wish to do this, simply click the Unsubscribe or Update Profile links included in the email. For further information, please see Section IX "Unsubscribe / Opt-out".

We will continue to send you email correspondence directly related to your purchases and donations, such as receipts, confirmations, and notices about schedule and program changes, unless otherwise requested in writing to stages@stagetheatre.com.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

D. Online Contests

Occasionally, Stages will offer visitors, members or other patrons the opportunity to participate in online contests. In order to enter, you must provide your name and e-mail address so that we can contact you with contest rules, names of winners and other important information during the contest. We may also request additional information such as your zip code, state of residence, or age / school graduation date.

E. Aggregate Statistics

Stages may also compile and provide aggregate statistics about our visitors, customers, sales, traffic patterns, and related institutional information to third parties, but these statistics will not include any personally identifying information. We may share the names and postal addresses we receive from members and donors with other nonprofit organizations. If you do not wish to share

your personal information with other nonprofit organizations, please see Section IX, "Unsubscribe/ Opt-out".

IV. Privacy Protection of Children

Stages Repertory Theatre takes special care in protecting the privacy of children. For this reason, we do not knowingly collect personal information from children under the age of thirteen (13).

V. Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

VI. Cookies

The Stages website utilizes "cookies," which are small data files that are automatically sent to your browser from a Web server and stored on your computer's hard drive. They do not contain any personally identifiable information about you and are generally used to gather information in order to analyze Stages' website activity and traffic. This measure is intended to improve our website content and navigation. You have the option to set your browser so that it does not accept cookies. Most areas of the Stages website will function without cookies; however, cookies may be required for transactions via our third-party online ticketing and donation providers.

VII. Third Party Service Providers

Stages may engage reputable third-party vendors in order to help us better respond to the needs of our constituents. We do require, however, that any third-party vendor maintain the confidentiality and security of all information to which they are provided access, and we restrict these vendors from using the information in an unauthorized manner. Stages does not use or share the personally identifiable information provided to us by you in ways unrelated to the ones described above (see Section III) without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

VIII. Revisions to the Privacy Policy:

Please take note that Stages may revise its privacy policy at any time and without notice. These changes are effective immediately upon posting on the Stages website.

IX. Unsubscribe / Opt-Out:

Stages respects your preferences as they pertain to institutional use of personally identifiable information. You may opt-out of any of the following Stages uses of your personally identifiable information:

- Acknowledging your donation in Stages publications;
- Sharing your name and postal address—but not email address or phone number—with other non-profit organizations;
- Sharing your name and postal address—but not your email address or phone number—with our partners or other third-party organizations or companies whose products might be of interest to you; and/or
- Sending you promotional emails about Stages programming and other information

To opt-out of the above uses, or to unsubscribe to the Stages email list, please send an email request containing your name, postal address and email address to stages@stagestheatre.com.

X. Updating Your Information and Contacting Us:

Stages strives to maintain accurate records of all of its constituents. In the event that you wish to review, update information or correct factual errors in your personally identifiable information, please send us a request by email to stages@stagestheatre.com. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections to information maintained by the institution.

Should you have any questions or concerns regarding this privacy policy, please email us at stages@stagestheatre.com or call us at 713.527.0123 during regular business hours.