

## **Privacy Policy (Adopted by the Board of Directors, June 21, 2005)**

Early Music Foundation is concerned about the maintaining the privacy of any information we collect about you, and so we have developed specific policies to protect this information. This privacy notice describes the privacy policy associated with the Early Music Foundation web site.

Except as set forth in this privacy notice, Early Music Foundation will not share personal information about you with anyone. By interacting with the Early Music Foundation web site, you agree to accept the practices described in this privacy notice.

### **1. Information Collected**

#### **A. Information You Give Us**

Early Music Foundation receives and stores any information you choose to enter on the Early Music Foundation web site, or provide us in any other way, such as by telephone or by electronic mail. For example, when you subscribe to the Early Music Foundation newsletter via the Early Music Foundation web site, we collect information about you. This information may include your name, address, e-mail address, and/or telephone number. We also collect from you certain information such as your credit card number and billing address when you order products through the Early Music Foundation web site.

#### **B. Automatically Collected Information**

The Early Music Foundation web site *does not* use "cookies." "Cookies" are alphanumeric identifiers that some sites transfer to your computer's hard drive through your web browser to enable their systems to recognize your browser, track the progress of e-commerce transactions, and to allow you to move from one page to the next without having to re-enter personal order information.

We do, however, automatically receive and store certain other types of information whenever you interact with us. For example, our servers track the type of web browser you are using, and the page to which you link from the Early Music Foundation web site. We collect this information to better understand what products and services are of interest to visitors to the Early Music Foundation web site.

### **2. Use of Information Collected**

#### **A. Electronic Mail**

If you have opted-into receiving electronic mail communications from Early Music Foundation, we may use your personal information to e-mail you regarding special offers from Early Music Foundation, updated information about Early Music Foundation or the Early Music Foundation web site, or ways in which we can improve your experience at that site. All such e-mails sent to you by Early Music Foundation will offer you the option to be removed from our e-mail list.

#### **B. Other Contacts**

If you provide your e-mail address or have opted-into receiving our print newsletter, in addition to using your personal information to provide you a copy of that newsletter, Early Music Foundation may also use your personal information to contact you by mail, by e-mail, or by telephone regarding special offers from Early Music Foundation, updated information about Early Music Foundation or the Early Music Foundation web site, and new services offered by Early Music Foundation. If you wish to be removed from this contact list, you may do so by contacting Early Music Foundation directly. (See the 'Contact Us' section below).

#### **C. Sharing With Third Parties**

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##### **I. Agents and Service Providers**

Early Music Foundation engages other companies and individuals to perform services on our behalf. Examples of these services include processing credit card payments, providing order fulfillment and customer services, sending postal mail and e-mail to you, and analyzing data. While these agents and service providers many have access to your personal information in connection with the performance of services for Early Music Foundation, they may not use such information for any purpose other than providing such services to Early Music Foundation.

II. Other arts organizations. From time to time, we will release in trade our subscribers' and ticket buyers' names and addresses for one-time-use by other not-for-profit musical organizations whose mission is compatible with ours. No other information is released. If you do not wish to have your name and address released, please contact us (See the 'Contact Us' section below).

### III. Protection of Early Music Foundation and Others

We release account and other personal information when we believe release is appropriate to comply with law; enforce or apply our User Agreement; or protect the rights, property, or safety of Early Music Foundation, our users, or others. This includes exchanging information with other companies and organizations for fraud protection and credit risk reduction.

### **3. How Secure is Information About Me?**

Early Music Foundation works to protect the security of your information during transmission by using Secure Sockets Layer ("SSL") software, which encrypts information you input. You can further help to ensure your security by taking a few simple precautions. For example, you should be sure to sign off when finished using a shared computer.

If you make a purchase via the Early Music Foundation web site, we will use your credit card number only to process your payment and will not use it for marketing purposes. For reasons of security, credit card information is not stored on our Web Server. We will retain order information for our records, but this information is never shared with third parties.

### **4. Links**

Early Music Foundation is committed to protecting your privacy; however, this privacy notice applies only to the information collected via the Early Music Foundation web site. If you came to the Early Music Foundation web site from any other web site, or if you link to another site from the Early Music Foundation web site (you can check where you are by checking the URL in the location bar on your browser), please be sure that you review the privacy policy of that site, as it may differ from ours. If you can't find the privacy policy of any of these sites via a link from the site's homepage, you should contact the site directly for more information. Early Music Foundation is not responsible for the privacy practices or the content of any such web sites.

### **5. How To Access And Update Your Personal Information**

Upon your request, we will provide you with the ability to correct your contact information. In order to verify that we are communicating with you or someone authorized to act on your behalf, we may condition access to your personal information on the verification of certain information previously provided by you.

### **Contact Us**

You can help Early Music Foundation maintain the accuracy of your personal information by notifying us when you change your address, phone number, or e-mail address.

If at any time you wish to access or update your information or stop receiving communications

from Early Music Foundation, please contact Early Music Foundation by e-mail at [info@EarlyMusicNY.org](mailto:info@EarlyMusicNY.org) or by postal mail at:

Early Music Foundation  
10 West 68<sup>th</sup> Street  
New York, NY 10023

Please include your old and new contact information so that we can make the appropriate corrections. If you have any comments or concerns about this privacy policy, please contact us at one of the addresses listed above.

## **7. Conditions of Use, Notices, and Revisions**

If you choose to interact with the Early Music Foundation web site, your visit and any dispute over privacy is subject to this privacy notice. Our business changes constantly. Accordingly, this notice may change, and use of information that we gather now is subject to the privacy notice in effect at the time of use. You should check the Early Music Foundation web site periodically to see recent changes.