

HMC Website Privacy Policy

Effective **month/day/year**

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Our Commitment To Privacy

Your privacy is important to us. 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. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

The Information We Collect:

This notice applies to all information collected or submitted on HMC's website. On some pages, you can make requests, make donations or register to receive materials. The types of personal information collected at these pages are:

Name
Address
Email address
Phone number
Credit/Debit Card Information
(etc.)

On some pages, you can submit information about other people. For example, if you make a donation online in honor of, or in memory of, another person, and want us to provide an acknowledgement directly to that person, you will need to submit the recipient's address. In this circumstance, the types of personal information collected are:

Name
Address
Phone Number
(etc.)

The Way We Use Information:

We use the information you provide about yourself only when responding to a request or acknowledging a donation. We do not share this information with outside parties.

We use the information you provide about someone else only to confirm or acknowledge a donation. We do not share this information with outside parties.

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.

You can register with our website if you would like to receive information about future performances or events. Information you submit on our website will not be used for this purpose unless you fill out the registration form.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

Our Commitment To 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.

Our Commitment To Children's Privacy:

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

How You Can Access Or Correct Your Information

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

How To Contact Us

Should you have other questions or concerns about these privacy policies, please call us at 713-529-8900 or send us an email at houstonmasterworks@yahoo.com.

For more information, please visit this BBB webpage on privacy policies:

http://www.bbbonline.org/Privacy/sample_privacy.asp

Re-affirmed by the Board of Directors, July 29, 2012

