

PRIVACY POLICY

At Williamstown Theatre Festival (“WTF”), we are committed to protecting your privacy. This Privacy Policy will advise you about how we protect your personal information on our website, <http://wtfestival.org> (the “Site”), and about what choices you have concerning the use of that information.

BY ACCESSING OR USING THE SITE, YOU AGREE THAT YOU HAVE READ AND UNDERSTAND THIS PRIVACY POLICY AND OUR TERMS OF SERVICE AND THAT YOU AGREE WITH THE TERMS OF THIS PRIVACY POLICY AND TERMS OF SERVICE. If you do not agree with our policies and practices, your choice is not to use the Site.

The Information We Collect and How We Use It

We collect information on the Site in order to make it possible for you to access all the features on our Site and to enhance your overall experience on our Site. You can browse our Site without submitting any personally identifiable information, but we do collect some anonymous information when you access our Site.

Information Provided by You

When you visit our Site, you may be invited to provide personal information in order to sign up for some of our services, such as our email club and to join our mailing list. You may be asked to provide your name, mailing address, email address or other information. You may also purchase tickets or make a donation to WTF, where you will be asked for your credit card information so that we can process your order.

Information Shared With Third Parties

We may use your contact data to send you information about new offerings and special theatre-related values at WTF, and we may also send third party offers from sources trusted by WTF to our visitors who have indicated that they would like to receive these types of communications.

You may always opt out of receiving future mailings – see “Opt Out” section below.

In addition, we may employ outside agents, meaning other companies or individuals, to perform functions on our behalf, such as sending postal mail and email, conducting sweepstakes and other promotional activities, analyzing data, providing marketing assistance, processing credit card payments and providing customer service. These WTF agents have access to your personal information needed to perform their functions, but may not use it for other purposes. Other than our outside agents, we keep all of your personal information private and will not share it with any third party, unless you have authorized us to or we are legally required to do so. WTF may also release personal information when we believe, in good faith, that such release is reasonably necessary to enforce or apply the

provisions of our Terms of Service or to protect the rights, property or safety of WTF, our users, or others.

Security Of Your Information

When you purchase tickets, make a donation to WTF, or conduct any online transaction via the Site, we need to obtain your credit card and billing information. This information is encrypted and transmitted over the Internet and it is stored securely by WTF or its third party agents. We strive to ensure that security measures are in place to protect against the loss, misuse and alteration of the information under our control. WTF or its third party agents use industry standard encryption to help ensure that all the personal information you provide is encrypted and remains private. This helps to maintain the confidentiality of your information. We strive to protect your personal information, however, WTF cannot ensure or warrant the security of any information you transmit to us.

Links to Third Party Sites

To provide you with access to related sites, our Site contains links to third party websites. WTF is not responsible for the privacy practices or the content of any of these linked sites.

Correcting or Updating Personal Information

If your personal information changes, we will gladly correct, update or remove any data you have previously provided to us. You may change your personal information at any time by sending WTF an email at wtf@wtfestival.org. We may retain a copy of the prior version for our records.

Opt Out

WTF may send users news about new offerings and special values. To help us make emails more useful and interesting, we may receive a confirmation when you open email from WTF. You may choose to opt out of receiving such mailings by sending us a "Please Remove" email message to wtf@wtfestival.org.

Demographic Information

Demographic and profile data may be collected at our Site. WTF may provide such information in the aggregate to third parties without disclosure of personally identifying information.

IP Address

We automatically track IP (internet protocol) addresses for statistical purposes. IP addresses are logged per user's session and help to determine how often areas on our Site are visited. WTF does not track IP addresses with any of your personal information, so we

will never link an IP address to a specific user. We may also monitor traffic patterns and Site usage to help us develop and improve the design and layout of the site.

We use cookies to improve your experience at WTF. “Cookies” are small pieces of information that a website transfers to your computer’s hard drive for record-keeping purposes. Cookies in and of themselves do not personally identify users, although they do identify a user’s computer. We use cookies to remember information users give us so they don’t have to reenter it each time they visit our Site. You are always free to decline our cookies if your browser permits. Even without a cookie, you will still be able to use most of the features on our Site.

Your Acceptance of These Terms

By visiting the WTF site, you consent to the terms of this Privacy Policy and [Terms of Service](#) and to the collection and use of this information by WTF. By using the Site you agree that WTF may retain and use your personal information as described in this policy. By using this Site after we post any changes to this Privacy Policy, you agree to accept those changes. If you choose to visit WTF, your visit and any dispute over privacy is subject to this Privacy Policy and our [Terms of Service](#).

Location of this Site

This Site is hosted and operated in the United States. Those who access or use the Site from jurisdictions outside the United States do so at their own choice and risk and are solely responsible for compliance with local law. If you are not a resident of the United States, you acknowledge and agree that we may collect and use your personal information outside your home jurisdiction and that we may store your personal information in the United States or elsewhere.

Children

Our Site is not intended for children under 13 years of age. No one under age 13 may provide any personal information to or on the Site. If you are under 13, do not use this Site or provide any information about yourself to us, including your name.

If a parent or guardian is made aware that a child under the age of 13 has provided us with personally identifiable information through any point of contact, we ask to be contacted by email wtf@wtfestival.org and we will delete the information.

Donor Privacy Policy

We will not sell, share or trade our donors' names or personal information with any other entity, nor send mailings to our donors on behalf of other organizations. This policy applies to all information collected both online and offline. To the extent any donations are processed through a third-party service provider, our donors’ information will only be used for purposes necessary to process the donation.

Contacting the Website

If you have any questions about this privacy statement, the practices of this site, or your interactions with this Website, you can contact:

Williamstown Theatre Festival
PO Box 517
Williamstown, MA 01267
wtf@wtfestival.org