

Revised 10/31/16

### **Security and Privacy**

We are strongly committed to protecting the privacy of your personal information. The policies below are applicable to the [www.washingtonfilmworks.org](http://www.washingtonfilmworks.org) website (“Website”) produced and maintained by Washington Filmworks (collectively “WF”, “we”, “us”, or “our”). We have established this security and privacy policy (“Privacy Policy”) to let you know the kinds of personal information we may gather during your visit to the Website, why we gather your information, what we use your personal information for, when we might disclose your personal information, and how you can manage your personal information.

**By visiting our Website, you are accepting the practices described in our Privacy Policy. If you do not agree to the terms of this Privacy Policy, please do not use the Website and exit immediately. We reserve the right to modify or amend the terms of our Privacy Policy from time to time without notice. Your continued use of our Website and our affiliate sites following the posting of changes to these terms will mean you accept those changes.**

If you don’t find your concern addressed here, feel free to contact us by phone 206-264-0667 or by mail, or email us at [info@washingtonfilmworks.org](mailto:info@washingtonfilmworks.org).

### **What Information Do We Collect?**

One of the basic principles we’ve followed in designing this Website is that we ask for only the information we need to provide the service you’ve requested. As a result, the answer to this question depends almost entirely on how you choose to use our Website and our services.

#### **Personal Information**

You can access our Website and use many of our services without providing any information at all. In certain circumstances, WF may collect information that identifies you, such as you name, address, or email address, as well as other individually identifiable information that you provide to us (“Personal Information”). Personal Information is also collected in certain portions of the Website in which you specifically and knowingly provide such information, e.g. suggestions or customer service requests.

#### **Anonymous Information**

Through your use of the Website, WF may also gather certain information that does not identify you individually (“Anonymous Information”). Generally, this information is collected through “traffic data” and may entail the use of “Cookies”, “IP addresses” or other numeric codes used to identify a computer.

#### **Use of Cookies**

WF may use “Cookies” to provide some of the services on our Website. “Cookies” are pieces of information that a website transfers to your computer’s hard disk for record-keeping purposes. “Cookies” make web-surfing easier for you by saving your passwords, purchases, and preferences while you’re at our website. The use of “Cookies” is standard in the Internet

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Industry, and many major websites use them to provide useful features for their users. Our website never uses “Cookies” to retrieve information from your computer that was not originally sent in a “Cookie”.

### **How Do We Use the Information?**

Except as disclosed in this Privacy Policy, we do not use or disclose information about your individual visits to our Website, or your Personal Information that you may give us or we may collect to any companies not affiliated with WF. WF does not sell any customer lists or email addresses. WF, however, is constantly striving to enhance the quality and selection of the products and services that we offer to you. As a result, we may share information, including Personal Information, about you with our sales representatives and sales agents in an effort to make you aware of additional products and services that may be of interest to you. If WF proposes to permit such use of your Personal Information, you will be provided an opportunity to instruct WF not to allow such contact.

### **Feedback**

WF may use your Personal Information to respond to your inquiries or feedback on our Website, products and/or services. In the event WF plans to publicly post any of your Personal Information on a Website, you are provided prior notification of such posting and given the option of preventing such posting.

### **Use of Anonymous Information**

We use Anonymous Information to help us determine how people use parts of the Website so we can improve our Website and ensure that it is as appealing as we can make it for as many people as possible. We also use Anonymous Information to provide statistical “ratings” information in aggregated form to WF partners and other third parties about how our users collectively use the [www.washingtonfilmworks.org](http://www.washingtonfilmworks.org) website. We may use or share Anonymous Information (or other information, other than Personal Information) in any manner that we deem appropriate or necessary.

### **Third-Party Agents**

We occasionally have third-party agents, subsidiaries, affiliates, and joint ventures that perform functions on our behalf, such as data processing, providing Website support, providing customer service, etc. These entities have access to the Personal Information of yours needed to perform their functions, and are contractually obligated to maintain the confidentiality and security of that Personal Information. They are restricted from using or altering this data in any way other than to provide the requested services to the Website.

### **Transactional Partners**

In some cases we partner with other organizations to provide or co-promote their products and services within our Website. In these cases, WF and our transactional partners may share the Personal Information you provide to us with respect to those products and services. By way of example, we provide a link to services provided by Reel-Crew. Reel-Crew is an independent on-line production directory (or guide) that allows Washington Filmworks and film offices

around the world to track, manage, and promote their local crews and support services to the production industry. On the sites of Reel-Crew and all our transactional partners who require personal information to function effectively, the transactional partner's brand is clearly visible. Each transactional partner's own privacy policy is posted that covers the use of your information on their websites. We encourage you to read it when visiting those links.

### **Emergency Situations**

WF may also disclose Personal Information if required to do so by law or in the good-faith belief that such action is necessary to (a) conform to applicable law or comply with legal process served on WF or the Website, (b) protect and defend the rights or property of WF, the Website, or the users of WF, and (c) act under emergency circumstances to protect the personal safety of WF, the users of the Website, or the public.

### **Links to Other Websites**

This Privacy Policy applies only to WF, not to other companies' or organizations' websites to which we link. These links are beyond our control. These other sites may send their own cookies to you, collect your data, or solicit your personal information. Always be aware of where you end up. We are not responsible for the actions and privacy policies of third parties and other websites. We encourage you to read the posted privacy statement and user terms and conditions whenever interacting with any other website.

### **Security Policy**

The importance of security for all Personal Information associated with you is of utmost concern to us. We exercise great care in providing secure transmission of your information from your PC to our servers. Personal Information collected by WF's website is stored in secure operating environments that are not available to the public. Only those employees who need access to your Personal Information in order to do their jobs are allowed access, each having signed confidentiality agreements. Any employee who violates our privacy policy and/or security policies is subject to disciplinary action, including possible termination and civil and/or criminal prosecution.

While we make reasonable efforts to safeguard your Personal Information once we receive it, no transmission of data over the Internet or any other public network can be guaranteed to be 100% secure. As a result, we cannot ensure or warrant the security of any information you transmit to us or information we transmit to you from our Website, and you do so at your own risk.

### **Governing Law/Assignment**

Our Website is published in the United States. U.S. law shall govern in any and all disputes, including privacy or defamation issues or otherwise.

WF may change its ownership or corporate organization while providing the Website and services. As a result, please be aware that WF may transfer your information to another

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website that is affiliated with WF or with which WF has merged. Any new WF website will also follow this Privacy Policy.

### **Changes**

WF is committed to maintaining its position as a premier Website on the Internet. As our Website continues to develop, we may add new services and features to our Website. In the event that these additions affect our Privacy Policy, this document will be updated appropriately. We will post those changes so that you will always know what information we gather, how we might use that information and whether we will disclose it to anyone. We do, however, recommend that you read this Privacy Policy each time you use our website in case you missed our notice of changes to the Privacy Policy.

### **Opt-Out and Correction Procedures**

You always may opt-out of receiving future email messages and newsletter. WF provides you with the opportunity to opt-out of receiving communications from us at the point where we request information about you. To remove your Personal Information from our database, to not receive future communications or to no longer receive our service, send an email to [info@washingtonfilmworks.org](mailto:info@washingtonfilmworks.org) with the word “remove” in the subject line. WF also permits you to correct or update Personal Information that you have previously provided to us. To do so, please send an email to [info@washingtonfilmworks.org](mailto:info@washingtonfilmworks.org) indicating the information that you wish to be corrected or updated.

### **Questions**

Questions regarding this statement should be directed to the Executive Director at: [info@washingtonfilmworks.org](mailto:info@washingtonfilmworks.org).