



## PRIVACY POLICY

Website Privacy Policy  
Last updated April 2, 2005

The following privacy policy discloses Centre Stage Productions practices and policies regarding the gathering and dissemination of personal information.

### Personal Information We Collect

When you make a purchase through our website, we collect certain personal information. That information includes but is not limited to:

1. your name, address, phone number and email address;
2. names, titles, business contact information from our corporate and business customer contacts.

This information is collected and used for a number of purposes:

1. To establish and maintain a commercial relationship with you and to provide you with products and services. Personal contact and credit card information is required to process your purchases. Account information is retained by us to enable our website to identify you, to allow you to set up and access your account and download files which you have purchased. This information is used only for these purposes and is only retained in transaction records required for internal management and auditing purposes, unless you are informed otherwise or you provide your consent.
2. To understand your needs and preferences. We maintain a record of the products and services you receive from us, and we may ask you for additional information so that we can serve you better.
3. To manage and administer our business. The nature of the Internet is such that it passively and automatically collects certain information about a user's traffic patterns, which may be linked to their Internet Protocol (IP) addresses. These are unique Internet "addresses" assigned to all Web users by their Internet Service Providers (ISP). Server logs record statistical information, such as visitors' IP addresses, type of operating systems, time and duration of visit, web pages requested, and identify visitors by categories such as domains and browser types. These statistics are only used on an aggregate basis and will not contain any information that could identify you personally.
4. To meet legal, regulatory, security and processing requirements (such as in response to a court order), and otherwise as permitted or required by law. If we intend to use personal information for purposes not identified to you or as set out above, these other purposes will be described to you at the time of collection or before using the information. We will not use your information for any other purpose without your consent.

### Third Parties' Access to Information

Centre Stage Productions is not in the business of selling customer information to others. Our customer information is not available for sale to any outside entity. We contract with third parties to fulfill certain functions on our behalf, such as providing marketing assistance, analyzing data, preparing and maintaining site content, processing credit card payments, and providing customer service. These agents have access to customer information only as required in order to help them perform their functions on our behalf, but they are not allowed to use that information for any other purpose and must keep such information confidential. We also work closely with our affiliates, and in some cases we offer services or sell documents jointly with these affiliates. When you purchase documents or services that are provided jointly by Centre Stage Productions and one of its affiliates, we share our customer information with that affiliate with respect to your purchase.

Site visitors should be aware that Centre Stage Productions may sometimes permit third parties to offer subscription and/or registration-based services through our website. Centre Stage Productions is not responsible for any actions or policies of such third parties, and you should check the applicable privacy policy of such party before providing personally identifiable information. Customer information is a valuable business asset. If for any reason Centre Stage Productions transfers or divests itself of its business assets, our customer information will be transferred as one of those business assets.

Centre Stage Productions will release customer information to the appropriate law enforcement, governmental or other authorities if legally required to do so. Centre Stage Productions will also release such information if we feel it is necessary in order to protect our rights or the rights of our customers, affiliates, partners or any other party and for purposes of protection from fraud and credit risk.

### External Links

The Centre Stage Productions website contains links or references to other websites to which this privacy policy does not apply. These sites are not owned or controlled by Centre Stage Productions, and Centre Stage Productions is not responsible for the collection, use and disclosure of personal information or the privacy practices of other organizations or other websites to which our site may refer visitors or provide links for. When submitting personal information on such other websites, we encourage you to read the privacy policy of those sites.

### Non-Secure Website Areas

You should be aware that if you voluntarily disclose personally identifiable information (e.g., user name, email address) on non-secure areas of the Centre Stage Productions website, that information can be collected and correlated and used by third parties and may result in unsolicited messages from third parties. Such activities are beyond the control of Centre Stage Productions.