

## Green Thumb Theatre's Privacy Policy

Green Thumb Theatre strives to be respectful of our patrons' personal information; for this reason, we have created a privacy policy to outline the steps we take to protect our patrons' privacy.

We collect information from patrons, donors, employees, rental clients, society members, board members and sponsors.

We keep information on file in order to efficiently process requests for productions, donations, and other transactions, to inform our community about upcoming events, to provide patrons, rental clients, donors and sponsors with receipts and records, to inform ourselves about how to serve patrons better with a recorded donation and purchase history, and to seek support, both material and otherwise.

Our patron files will include a name, a phone number and mailing address, an email address, preferred payment method, and personal information (such as communication preferences) that allow us to provide our patrons with the best service possible.

All personal information that we collect is stored in our secure electronic database or in our office where we use appropriate security measures to ensure that all personal information is safe. Only staff members can access information in our office and a password (issued only to staff members) is required to access all information in our database.

We collect information only with an individual's consent at the time of transaction. In circumstances when consent is implied, such as when a patron is buying performances, donating, volunteering, subscribing, or sponsoring, we will still confirm your consent and give you options about what kind of information you would like to receive from us.

We collect information by phone, mail, and email communication or through information that patrons send to us (such as rental agreements and booking requests). In order to keep the information current and accurate we ask that patrons inform us if any information that we have for them is out of date or erroneous. We destroy personal information in a secure manner.

We desire that our patrons, donors, and sponsors feel safe in disclosing their personal information to us. If you feel that your privacy may have been breached or if you have any questions about this privacy statement do not hesitate to contact our office.

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