**PRIVACY POLICY**

Please read these terms of Privacy Policy (this or our "Privacy Policy") carefully before using this website.

DG Copyright Management website (the “Site”) is a site on the Internet where the information is contained for general information purposes only. The information is provided by the DGCM Council, staff, and members of the DGCM in their capacity as individuals and not in any way as representing any view or opinion by the DGCM, unless explicitly stated otherwise. We make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Through this website you may be able to link to other websites which are not under the control of the DGCM. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorsement of the views expressed within them.

Every effort is made to keep the website up and running smoothly. However, the DGCM takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

The DGCM was established for the purpose of aiding dramatists in protecting both the artistic and economic integrity of their work. The DGCM believes that a vibrant, vital, and provocative theatre industry is an essential element of the ongoing cultural and intellectual development within a free society. The DGCM believes that if such an industry is to survive, the unique, idiosyncratic voices of both men and women who write for it must be cultivated and protected.

**WHAT INFORMATION IS COLLECTED**

At the DGCM, it is our policy to create website content that requires minimal collection of information from our visitors. Generally, the DGCM limits its collection of information to what is known as non-personally identifiable information (e.g., screen name, gender, state, zip code, and country of residence). This information is collected so DGCM members can participate in activities without giving unnecessary personal information. From time to time, however, we may request limited personally identifying information (e.g., your email address and/or email address of parent or third party), as explained below, in order to offer online activities, measure the success of our programs, and to improve your overall experience with the DGCM. The DGCM does not condition your participation in any of our online activities on the disclosure of more information than is reasonably necessary to participate in the activity. As explained below, we also may collect from members 18 years of age and older, and parents of members under 18, additional types of information (e.g., credit card and billing information) when they purchase products and offerings at our Site.

**INFORMATION USE**

We may use the information we collect from and about you for any of the following purposes:

* to fulfill your requests for products and services;
* to provide you with targeted offers, Site content, and advertising on the Site;
* to contact you with information and promotional materials;
* to contact you about courses, events, and other services you have enrolled in and for which you have registered;
* to review Site and product usage and operations;
* to address problems with the Site, our business, products, or services; and
* to protect the security or integrity of the Site, and our users and business.

**CUSTOMER SERVICE**

DGCM customers may email us their questions about our services and our Site. Please email us specific questions to [questions@dramatistsDGCM.com](mailto:questions@dramatistsguild.com). We may ask for additional non-personal information to better help us respond to customer service questions. We do not sell, transfer. or share this email address with third parties.

**USE AND DISCLOSURE OF INFORMATION**

The DGCM also uses or may use personally identifying information that Site visitors provide for such purposes as sending email messages and responding to their questions regarding our products and services. The DGCM currently does not disclose to third parties personally identifying information you provide, except as otherwise expressly provided herein, including, from time to time, transferring, disclosing or sharing such information with third parties engaged by us specifically to handle and deliver certain online activities (e.g., event and course registration). Such third parties have access only to personal information necessary to perform their functions, and may not use it for other purposes. In the event that all or substantially all of the assets relating to the DGCM are transferred or sold to another entity, personally identifying information submitted to us may be transferred to the acquiring entity. We may also disclose personally-identifying information to third parties in order to comply with the law or requests by law enforcement agencies, to enforce our [Terms of Use](http://www.dramatistsguild.com/terms-of-service/) or to protect the rights, property or safety of our Site, users and others.

**INFORMATION RECEIVED BY THE DGCM**

The DGCM website utilizes third party service providers for registrations and related services. These third parties may collect personal information in connection with such services about users or customers and share such information with us.

We use the personally identifying information we receive internally within the DGCM, and we do not sell, transfer, or share this personally identifying information with third parties; except as otherwise expressly provided herein including from time to time, transferring, disclosing, or sharing such information with third parties engaged by us specifically to handle and manage certain analysis of the data or other functions. Such third parties have access only to personally identifying information needed to perform their functions, may not use such personally identifying information for other purposes and have agreed to maintain the confidentiality of any information they receive from us.

We are always looking for ways to improve your experience with the DGCM. In order to accomplish this goal, we may at times solicit additional personally identifying information from third party marketing organizations. This information, in addition to the information you have already provided, will help us to offer new DGCM products and services.

Additionally, we may use the personally identifying information you disclose to provide you with our marketing materials and to contact Site users who have asked that the DGCM contact them directly about such things as sales and special offers.

**COOKIES AND LOG DATA**

Unique identifiers such as cookies (which may be html files, Flash files, or other technology), web beacons, or similar technologies (collectively referred to as “Tracking Technologies”) are used to help tailor our content, allow users to move between associated websites without logging into each site, and other purposes related to our management of the DGCM and this Site. Cookies are small text files stored locally on your computer that help store user preferences. “Web beacons” or “clear gifs” are small pieces of code placed on websites used to collect advertising metrics such as counting page views, promotion views, or advertising responses.

We may use Tracking Technologies to understand Site and Internet usage and to improve or customize the content, offerings, or advertisements on the Site. For example, we may use cookies to personalize your experience on the Site (e.g., to recognize you by name when you return to the Site), save your password in password-protected areas, save your online settings, and enable you to use shopping carts on the Site. We also may use cookies to help us offer you products, programs or services that may be of interest to you, and to deliver relevant advertising. By agreeing to this Privacy Policy, you are consenting to the use of Tracking Technologies as set forth in this Privacy Policy.

In many Internet browsers, you can choose to delete, disable, turn off, or reject most Tracking Technologies through the “Internet Options” sub-option of the “Tools” menu option of your browser or otherwise as directed by your browser’s support feature. Additional information on deleting, disabling, rejecting, or turning off Tracking Technologies may be available through your browser’s support feature. Please consult the “Help” section of your browser for more information.

For more information about Flash cookies and how to remove them from your computer, please visit <http://kb2.adobe.com/cps/526/52697ee8.html> or <http://epic.org/privacy/cookies/flash.html>.

Please know that certain areas and features of the Site can only be accessed in conjunction with cookies or similar devices and you should be aware that disabling cookies or similar devices might prevent you from accessing some of our content.

Log data collected on web servers supplies us with aggregate information about the number of visits to different pages on our Site. We use such aggregate information to improve access to our content based on our visitors’ browsers and operating system types to make our content available to as many users as possible. We do not link the “log data” collected to personally identifying information submitted by users when participating in our activities. Third-party advertising and other service providers may also collect aggregate log data independently from us.

**MINORS AND PARENTAL ACCESS**

At the DGCM we want to ensure that our members have a safe online experience. Towards that end this Site is solely for the members age 13 and older. If you are under age 13, please obtain your parent’s/guardian’s permission before using this Site.

**SECURITY**

The DGCM has taken reasonable steps to ensure that personally identifying information collected in the future is secure, including limiting the number of people who have physical access to our database servers as well as electronic security systems and password protections which guard against unauthorized access.

**LINKS**

The DGCM may from time to time provide links to other websites that may have their own information collection practices. These other websites are governed by their own privacy policies or information collection practices, which may be substantially different from ours. We encourage visitors to other websites to review the privacy policies and information collection practices of those websites.

**QUESTIONS/CONCERNS**

If you have any questions, comments or concerns regarding the DGCM’s Privacy Policy and/or information collection practices, please email us at [questions@dramatistsDGCM.com](mailto:questions@dramatistsguild.com).

This Privacy Policy, like the online medium itself, is subject to change. We will notify you of material changes by posting them at our Site. We encourage you to check back and review this Privacy Policy, from time to time, so that you always will know what information we collect, how we use it, and to whom we disclose it.

**COPYRIGHT POLICY**

The DGCM respects the intellectual property of others, and we ask users of our Site to do the same. In accordance with the Digital Millennium Copyright Act (“DMCA”) and other applicable law, we have adopted a policy of terminating, in appropriate circumstances and at our sole discretion, subscribers or account holders who are deemed to be repeat infringers. We may also at our sole discretion limit access to our Site and/or terminate the accounts of any users who infringe any intellectual property rights of others, whether or not there is any repeat infringement.