

## INTERNATIONAL CITY THEATRE PRIVACY POLICY

Updates to our privacy policy will be posted to this website. This policy may be changed at any time by International City Theatre ("ICT").

ICT is a not-for-profit organization. This Privacy Policy is applicable to this Website.

### General

You can visit and enjoy our Website without disclosing any personal information about yourself. However, we offer some special services, and for these services to work properly we will need you to share with us certain personal information about yourself. If you submit any personal information to us, you can be assured that we will not sell, lease, or share your personal information to anyone else, except as follows: to our third party service providers, and only so that they may help us provide the services you've requested (example: credit card purchase transaction). We will never share credit card numbers or transaction information with anyone except as necessary to process a transaction. When they provide ICT with personal information such as your email or phone number, that information is added to ICT's data base. You can "opt out" of being added to our mailing list. ICT does not share our sell our lists with anyone. You can review your personal information and make changes or contact ICT to make the changes.

### Special Offers, Promotions and Updates

We may also send you mail to your home or business or e-mails with special offers and promotions. If you don't want to receive these, you may notify us that you do not want to receive email offers by sending an email to [ICT@ICTLongBeach.org](mailto:ICT@ICTLongBeach.org), or by calling Denis at 562.495.4595 extension 102.

Subscribers / patrons may receive information on services, special deals and products. Out of respect for the privacy of our users, we present the option to not receive these types of communications. If you do not want to receive information on services, special deals, and/or products, please email [ict@ictlongbeach.org](mailto:ict@ictlongbeach.org) or call the box office (562.436.4610) or send your written request to International City Theatre, 67 Long Beach Blvd., Long Beach, CA 90802-4804, with your signature.

### How You Can Review Your Personal Information

If you want to review your personal information, including whether you want to receive communications from us, simply send a written request and authorize, with your signature, our release of the information to you. Send the request to International City Theatre, 67 Long Beach Blvd., Long Beach, CA 90802-4804. For your protection, your request and signature must be on an original document. We will send the information only to you at the address noted on your request. For your protection, we may call you to verify the authenticity of the request. We will not release your personal information to anyone other than you, except as otherwise described in this policy. We will not release any information to you or anyone if we have received the request by telephone, facsimile, photocopy or any other recorded or duplicated means.

If you want to close your account with us, you should contact Denis at 562.495.4595, ext. 102, or by sending an email to [ICT@ICTLongBeach.org](mailto:ICT@ICTLongBeach.org).

### Special Rules For Children

ICT will not collect any personal information from a child under the age of thirteen without the consent of that child's parent. The statements in our Privacy Policy generally about our collection and use of personal information also apply to our treatment of personal information from children under the age of thirteen, with the added protection of the special rules that follow.

### Parental Consent

We will not knowingly accept the registration of or purchase of tickets by anyone under the age of thirteen. If you are a child under the age of thirteen you must ask your parent for permission to complete any transaction on our website. If you are a parent of a child under the age of thirteen we expect you to approve any action your child takes with regard to and prior to registering or purchasing by your child of any ticket, activity or merchandise.

### Use of Information ICT Collects

Personal information collected via our website, such as name, address and credit card information, will be used to complete the process of subscriptions and donations, single ticket orders, "Services," as defined below; communicate separately with you; administer our Website; and comply with applicable laws.

### Services

In order to process a subscription, ticket order, or donation, a user is required to give contact information such as name, address and email. We use this information to contact the user about services on our site for which he/she has expressed interest. In order to make a purchase or reservation, a user must provide contact information and financial information (such as credit card number & expiration date). This information is used for billing purposes and to fill customer's request. If we have trouble processing an order, the information is used to contact the user.

### Sharing

Though we attempt to preserve user privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order or legal process served on our Website.

**Notification of Changes**

If we decide to change our privacy policy, we will post any change to this privacy statement on the ICT homepage, and/or other places we deem appropriate. We will use information in accordance with the privacy policy under which the information was collected.

**How to Contact ICT**

If you have any questions or suggestions regarding our site, please contact us at the physical address, email address, or telephone number noted herein.

International City Theatre  
Your Award-Winning Professional Regional Theatre  
At the Long Beach Performing Arts Center  
OFFICE ADDRESS:

International City Theatre  
67 Long Beach Blvd.  
Long Beach, CA 90802-4804

PHONE: 562.495.4595

Email: [ICT@ICTLongBeach.org](mailto:ICT@ICTLongBeach.org)