# BIG SOUND MUSIC Privacy Policy – Your Privacy Rights Effective July 21, 2014

## About This Policy

This policy describes Big Sound Music, Inc.' privacy practices. It applies to how we handle information on the websites where this policy is posted. These sites may include websites designed for mobile devices. The policy may also apply to mobile device applications like ones for smart phones or tablets. If it does apply, it will be accessible on those devices or applications. As used herein, the terms "you", "your" and "yours" refer to the user or registered user using this Website. The terms "Big Sound Music, Inc.," "we", "us" and "our" refer to Big Sound Music, Inc., and its affiliated association as BSM Publishing, ASCAP.

#### Information We Collect

- 1. Contact information. For example, we may collect your name and email address.
- 2. Other information. For example, we may collect information about the website browser you are using. We might also track the pages you visit or the third party websites from which or to which you go from our Site.

### How We Collect Information

We collect information directly from you. For example, we collect information when you submit an inquiry to us through the Site.

#### Use of Information Collected

We use information for our business purposes. These include:

- 1. To process your requests and for related purposes. For example, to respond to an inquiry you submitted to us.
- 2. To tell you about new services and interesting developments. For example, we might send you updates about our or our clients' sites, services, or new and interesting developments about our shop or clients. We may contact you using the contact information we have about you.
- 3. To operate our Sites. For example we use information we collect to analyze trends and improve site layout. We also monitor traffic patterns at our sites to personalize our site. We sometimes work with third parties to help us with our site monitoring activities. Our monitoring may include tracking your online activities, either ourselves or with the help of our vendors. To learn more about our tracking tools, please review the "Tracking Technologies We Use" section.

# Tracking Technologies We Use

We or vendors we have hired use several common tracking tools. These may include browser cookies, web beacons, and similar technologies. These technologies are used for the following reasons:

- To track visitors to our websites.
- To recognize past visitors and customers.
- So we can better understand our audience, our customers, our website visitors, and their respective interests.

## **Information Sharing**

Big Sound Music, Inc. does not share your information with anyone, for any reason, unless it is:

Any successor to all or part of our business. For example, if part of our business was sold we may sell our customer list as part of that transaction.

To government agencies or law enforcement. We may also share with others if we think we are legally obligated, or to protect ourselves. For example, we will disclose information in response to subpoenas or investigative requests.

#### Your Choices

You may control our use of cookies. How you do so depends on the type of cookie. You can configure your browser to reject browser cookies. However if you turn off cookies, you may not be able to access certain functionality on our sites.

You can also opt out of marketing emails by following the instructions in any marketing emails you receive. You can also opt-out by sending us an email kjvarco@bigsoundmusic.com. To request changes to or to review your information, please send us an email kjvarco@bigsoundmusic.com.

### Your California Privacy Rights

If you reside in California, you have the right to ask us one time each year if we have shared personal information with third parties for their direct marketing purposes. To make such a request, please send an e-mail kjvar-co@bigsoundmusic.com or write to us at the address listed below, Attn: Privacy Coordinator.

### Security and Storage

We use industry standard security measures to protect our sites. We store information for as long as necessary to carry out the purposes described here. We will also store information for as long as we are required to legally.

While we use reasonable security measures, we cannot guarantee that the Internet or your mobile device will be completely secure. We encourage you to take steps to protect yourself online. For example, do not share your password with other people. including ensuring that any online account information you have remains secure.

#### About Children

Our sites are not created for children. We do not believe children are interested in our sites, and do not knowingly collect information from children under 18. If you are a parent or guardian and think we have information about your child who is under 13, please contact us kjvarco@bigsoundmusic.com. To learn more about how to protect your child online, visit the FTC's website www.OnGuardOnline.gov, and read the helpful information http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec08.shtm provided by the FTC.

#### Links

Our sites contain links to third party sites. If you click on one of those links, you will be taken to websites we do not control. This policy does not apply to the information practices of that website. You should read the privacy policy of other websites carefully. We are not responsible for such third party's sites.

# Where We Store Information

Our sites are generally operated in the United States. If you are located outside of the United States, please be aware that any information you provide to us will be transferred to the United States. Please also be aware that by using our sites and giving us your information, you consent to such transfer, and understand that the U.S. may not provide the same level of protections as the laws of your country.

### Policy Updates

From time to time we may change our privacy practices. The latest version of this policy will be posted here. If there is a material change to this policy that we wish to apply retroactively, we will notify you and obtain your consent to the extent required by law.

## How to Contact Us

If users have any questions about our privacy practices, you can email us at kjvarco@bigsoundmusic.com. If you would like to write to us, our U.S. address is:

Big Sound Music, Inc., 11950 Artesian, Blue Island, IL 60406.