

CHICAGO FILMMAKERS PRIVACY POLICY

Because your privacy is very important to us, we want you to understand our practices with regard to collecting and using your information both online and offline and the steps we take to safeguard it. This statement applies to Personally Identifiable Information collected from our visitors. When this Privacy Policy uses the term “Personally Identifiable Information” it refers to information that lets us know the specifics of who you are and can be used to identify, contact or locate you. Personally Identifiable Information might include your name, mailing address, telephone number, mobile phone number, email address, and other identification and contact information. We may also collect certain financial information; whenever we do so, we will attempt to provide a link to this Policy so that you can confirm how this information will be used. With this information, we can fill your service and product orders and better provide you with personalized services. **By visiting this website, you are accepting the practices described in this Privacy Policy.** If you do not agree with this Privacy Policy, please leave this website and do not use it.

“Non Personally Identifiable Information” refers to information that does not identify a specific individual by itself or in combination with other information. We may gather certain information about you such as age, date of birth, gender, as well as consumer purchasing information based upon where you shop on any one of our websites. This information may be compiled and analyzed on both a personal and an aggregated basis. This information may include the website’s Uniform Resource Locator (“URL”) that you just came from, which URL you next go to, what browser you are using, and your Internet Protocol (“IP”) address. A URL is the global address of documents and other resources on the Internet. An IP address is an identifier for a computer or device on a Transmission Control Protocol/Internet Protocol (“TCP/IP”) network, such as the Internet. Networks use the TCP/IP protocol to route information based on the IP address of the destination. In other words, an IP address is a number that is automatically assigned to your computer whenever you are surfing the Internet, allowing Internet servers to locate and identify your computer. Computers require IP addresses in order for users to communicate on the Internet, browse and shop.

We welcome any and all questions and feedback. For privacy-related issues, please contact us at:

Chicago Filmmakers
5720 N. Ridge Ave.
Chicago, IL 60660
Email: info@chicagofilmmakers.org

1. Information We Collect

a. Personally Identifiable Information

We may collect personally Identifiable Information when you:

- Make a donation;
- Sign up for a class;
- Apply for a scholarship;
- Submit a film to one of our festivals or exhibitions;
- Become a grantee;
- Inquire about our services and events;
- Request other information about Chicago Filmmakers;
- Participate in a marketing survey, contest, promotion or event either online or offline.
- Correspond with us, or
- Otherwise volunteer information to us.

b. Information Specifically Collected in Connection with a Class or Other Service:

- Your name, address and phone number;
- Emergency contact information;
- School attending (for teens and youths);

- Payment information (collected by Chicago Filmmakers or its third-party ticketing partner);
- Annual income and other financial information required to determine financial need when applying for a scholarship;
- Limited health information related to allergies that might be implicated by a class.

c. Non-Personally Identifiable Information

Our website collects some non-personal information about you using online technology, so it may not be readily apparent to you that it is being collected. Non-Personally Identifiable Information is not combined with Personally Identifiable Information.

2. Use of Data We Collect

a. Personally Identifiable Information

At Chicago Filmmakers, we always want to provide you with the best possible visitor experience. In order to do this, we use your Personally Identifiable Information to allow us to:

- Provide the services you request
- Informing you about changes to your classes or programs;
- Informing you about upcoming classes;
- Processing payments for classes and filmmaker services;
- Informing you about relevant programs and film screenings;
- Contacting your family or emergency contact in case of an emergency;
- To operate camps and programs;
- Fulfilling tax reporting obligations;
- Fulfilling any other purpose for which you provide it;
- Send you information we believe will be of interest to you;
- Identify your information or service preferences;
- Customize our communications to you; and
- Improve our information selection and customer service.

Except as described in Section 3 below, your email address will not be shared with any third parties. Instructions for unsubscribing from any newsletters, promotions or non-transactional related emails are included in every email.

b. Non-Personally Identifiable Information.

We use the Non-Personally Identifiable Information that we collect from our visitors in a manner that does not personally identify any individual. We use Non-Personally Identifiable Information to make our website more interesting and useful to you. We also track the pages or documents accessed within our website. This information is collected for systems administration and for analyzing and improving the value of the material available on our website. This Non-Personally Identifiable Information is used to help our advertisers or our site design teams create advertisements our guests might like.

c. Retention of Financial Information.

We are committed to safeguarding your personal information. Access to your personal information is restricted to only those employees who need access in order to process your application. Student or parent financial information submitted as part of the financial aid application process is destroyed within one month following the closing of the application.

Cookies: Like many other commercial sites, our website utilizes standard technologies called “cookies” to collect information about how our website is used. A cookie is a small data text file, that a website stores on your computer’s hard drive (if your web browser permits) that can later be retrieved to identify you to us. Cookies are designed to help a website recognize a user’s browser as a previous visitor and thus save and remember any preferences that may have been set while the user was browsing the site. A cookie cannot be read by a website other than the one that set the cookie. Cookies can securely store and identify which parts of a site have been visited or materials reviewed. A cookie cannot retrieve any other data from your hard drive, pass on a computer virus, or capture your email address.

When you click through to our website from a promotional email, our third-party advertising service partner may send a cookie to your hard drive recording your IP address and other related information.

You can avoid cookies by following instructions in your browsers.

3. Information We Share with Others

a. Our Contractors

We contract with other companies (such as sponsors and website developers) to provide certain services to Chicago Filmmakers to fulfill orders, provide contests and create our website. In some instances, these contractors may have access to Personally Identifiable Information but they are contractually obligated to maintain the confidentiality of the information and to use it only for purposes of carrying out the business of Chicago Filmmakers.

These companies are prohibited by contract from using this information for their own marketing purposes or from sharing this information with anyone other than Chicago Filmmakers.

Chicago Filmmakers uses a third party site (tix.com) to process payments for classes, screenings and other filmmaker services. This third party site may have separate and independent privacy policies. We recommend checking with this site (tix.com) for information about their privacy policy.

Chicago Filmmakers uses PayPal to accept donations for fiscally sponsored film projects as well as for the organization as a whole. We recommend checking PayPal’s website for information about their privacy policy.

Chicago Filmmakers does not share any student information with other organizations. Information provided by filmmakers who submit work to the Onion City Film Festival or the Reeling LGBTQ+ Film Festival, or other film festivals in which Chicago Filmmakers may participate in the future, may be shared with additional film festivals for promotional purposes (to advertise calls for entry) or with the press for the purpose of interviews.

b. Third Parties

Your personally identifiable information is never shared with any third party (except as described above to our contractors who use it ONLY to carry out Chicago Filmmakers business.)

c. You may also “opt-in/opt out” of certain uses of your personal information as well as review or request changes to your personal information by sending an email to us at: info@chicagofilmmakers.org.

4. Disclosure Exceptions

Notwithstanding the above policies, we may disclose your personal information to appropriate third parties if we are required to do so by law or we believe that such action is necessary:

- To comply with legal process such as a search warrant, subpoena or court order;
- To protect Chicago Filmmakers’ rights and property;

- To investigate reports of fraud or of users sending material using a false e-mail address or users sending harassing, threatening, or abusive messages;
- To protect against misuse or unauthorized use of our website; or
- During emergencies, such as when we believe someone's physical safety is at risk.
- In the unlikely event that Chicago Filmmakers ever becomes insolvent and seeks protection under bankruptcy or insolvency laws, or if it plans to merge or be acquired by another charitable entity, Chicago Filmmakers may share or sell your personal information and non-personal information with or to a third party that acquires the business of Chicago Filmmakers.

Your Choices

We offer choices about the types of information you receive from us. If you prefer not to receive certain information or other communications from Chicago Filmmakers or if you prefer to receive them less frequently, please contact us at info@chicagofilmmakers.org.

Email Use

When you provide us your email address, we may send you emails necessary to respond to a request. It is our intent to send you promotional email only if you have agreed to receive it. Instructions on how to unsubscribe are included in each promotional e-mail or newsletter. Your email address will be used only to respond to your request or to process your order, and will not be shared with any third parties. Instructions for unsubscribing are included in every email containing promotional material.

Links to Other website

Occasionally we provide links on our website to other sites we think you will enjoy. These sites operate independently of Chicago Filmmakers and have established their own privacy and security policies. Chicago Filmmakers does not have any control over the privacy practices of these sites. For the best online experience, we strongly encourage you to review these policies at any such linked site you visit.

Security

It is our intent to protect against the loss, misuse, or alteration of information that we have collected from you. We employ reasonable security measures to protect the security of the information you submit to us. We limit the information we provide to outside companies with whom we contract to only what they need to carry out their responsibilities. When you request information on our website, your transactional information is transmitted in a safe, encrypted format. We maintain the data you provide, along with a record of your purchases, in a secure database.

We also encourage our partners and service providers to adopt and follow stringent consumer privacy policies.

Privacy of Children on Our Web website

It is our policy not to collect Personally Identifiable Information from any person under 13, and we request that children under the age of 13 not submit any Personally Identifiable Information to us through the website. If we learn that we have inadvertently gathered Personally Identifiable Information from children under 13, we will promptly remove such information from our records.

Policy Changes

Chicago Filmmakers may at any time modify this Privacy Policy in our discretion without notice. Your use of this website will be conditioned upon the Privacy Policy that is posted on our site at the time of your use. Please be sure to review our [Terms of Use](#) before proceeding to use our website.

Questions or Comments?

For questions, comments or assistance, we invite you to contact us at our email or physical address at the beginning of this Policy.

Last revised: April, 2019