

## OCMA Privacy Policy

Effective Date: September 18, 2022

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### Introduction

OCMA is committed to protecting the privacy of its online guests, visitors, members, donors, and friends. We understand that maintaining privacy on the museum's website is very important, and OCMA is committed to protecting your online privacy in accordance with applicable laws and regulations. Children under 12 years of age are required to obtain permission from a parent or guardian before submitting information to the OCMA website.

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### Privacy policy for website visitors

OCMA is committed to safeguarding your online privacy. OCMA does not collect personal data except when you voluntarily submit it to our website. Examples of voluntary submission include, but are not limited to, online employment applications, online enrollment in one of our programs or events, ticket purchases, membership subscriptions, donations, and/or subscription to OCMA's email newsletter.

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### Purchases of Memberships & Donations

When you purchase an OCMA membership or donate money to OCMA, OCMA and its third-party merchants and agents will request information necessary to process your membership or donation and acknowledge your contribution: your name, billing and shipping address, telephone number, e-mail address, and credit card information. Your credit card information will be used only for the purpose of processing and documenting the transaction. Your Personal Data may be used as set forth below. OCMA is in full compliance will all current data security laws and regulations that pertain to credit cards and personal information.

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### Online Program and Event Tickets

When you purchase online tickets through the site (including tickets for admission to OCMA performances, artist talks, and film screenings), OCMA and its third-party merchants and agents will request information necessary to process your order: your name, billing and shipping address, telephone number, e-mail address, and credit card information. Your credit card information will be used only for the purpose of processing and documenting the transaction. Your Personal Data may be used as set forth below.

OCMA will not disclose or share any personal information you provide to the OCMA with any other party without your permission, except for the following: (a) if requested to do so in accordance with a court order, subpoena, or similar legal order.

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## **Use of Data and Cookies**

When you visit the OCMA website, our servers automatically collect information about the IP address from which you access the site (an IP address is the number that is automatically assigned to your computer whenever you are surfing the Web), the pages you visit, the date and time you access our site, and the type of browser and operating system that you are using. We use this information to better understand how our site is used. We do not track or record personal information about individuals and their visits. This research is compiled and analyzed on a global level.

A cookie is a small amount of data that is sent to your browser from our Web server when you visit our online shop and is stored on your computer's hard drive. The cookies we use do not contain any personal information. Cookies may also be used to assist with the prevention of fraudulent transactions and to aid in ease of navigation throughout our site.

If you are concerned about the use of cookies, OCMA suggests that you explore your browser's options to notify you whenever a cookie is set, or to disallow cookies altogether. Users should be aware, however, that prohibiting the use of cookies may restrict the user's access to certain types of content or features. Numerous online resources explain cookies and describe how to disable them.

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## **Policy Changes**

Occasional changes may be made to this document as new services and content are added to our site or to reflect changes in the museum's policies. Visitors to the museum's website are encouraged to check this document periodically to stay informed of current OCMA privacy guidelines.

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## **Acceptance of Terms**

By using any of the museum websites, you signify your acceptance of our Privacy Policy. If you do not agree to this policy, please do not use our sites. Your continued use of any OCMA site following the posting of changes to these terms will indicate your acceptance of those changes.

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## **Contact Us**

If you have any questions about this Privacy Policy, please contact us:

- By email: [info@ocma.art](mailto:info@ocma.art)
- By mail: OCMA, 3333 Avenue of the Arts, Costa Mesa, CA 92626