

## PRIVACY NOTICE

This privacy notice discloses the privacy practices for (“S2S, script-2-screen.com, Script2Screen LLC, and its affiliates”). This privacy policy describes the treatment of information provided or collected on the site(s) where this privacy policy is posted. It also explains the treatment of information provided or collected on applications we make available on third-party sites or platforms if disclosed to you in connection with use of the application. We follow this privacy policy in accordance with local laws in the places where we operate.

This privacy notice applies solely to information collected by this website. It will notify you of the following:

- What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
- What choices are available to you regarding the use of your data.
- The security procedures in place to protect the misuse of your information.
- How you can correct any inaccuracies in the information.

### INFORMATION COLLECTION, USE AND SHARING

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order, if applicable.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

### WHEN YOUR INFORMATION WILL BE SHARED OR DISCLOSED

We routinely provide your name, mailing address, and email address to an unaffiliated third party that manages our mailing list and prepares communications with users of our website.

We will comply with any subpoenas, court orders or other legal processes for any of the information about you in our possession, and we may use such information to establish or exercise our legal rights, or to defend against legal claims.

We may provide aggregate information, such as the number of users who visit a particular linked site, to other parties.

In addition, information about you in our possession may be disclosed as part of any merger, acquisition, sale of company assets, or transition of service to another provider, as well as in the unlikely event of insolvency, bankruptcy, or receivership in which your personal information would be transferred as one of the business assets of the company.

### 1. Types of Information We Collect

We collect two basic types of information – personal information and anonymous information – and we may use personal and anonymous information to create a third type of information, aggregate information. We collect the following categories of information:

- Registration information you provide when you create an account, including your first name and surname, gender, date of birth, email address, username and password

- Transaction information you provide when you request information or purchase a product or service from us, whether on our sites or through our applications, including your postal address, telephone number and payment information.
- Information you provide in public forums on our sites and applications
- Information sent either one-to-one or within a limited group using our message, chat, post or similar functionality, where we are permitted by law to collect this information
- Information you provide to us when you use our sites and applications, our applications on third-party sites or platforms such as social networking sites, or link your profile on a third-party site or platform with your registration account
- Location information when you visit our sites or use our applications, including location information either provided by a mobile device interacting with one of our sites or applications (including through beacon technologies), or associated with your IP address, where we are permitted by law to process this information
- Usage, viewing and technical data, including your device identifier or IP address, when you visit our sites, use our applications on third-party sites or platforms or open emails we send.

## **2. How We Collect Your Information**

- We collect information you provide to us when you request products, services or information from us, register with us, participate in public forums or other activities on our sites and applications, respond to customer surveys, or otherwise interact with us using one or more devices. Please keep in mind that when you provide information to us on a third-party site or platform (for example, via our applications), the information you provide may be separately collected by the third-party site or platform. The information we collect is covered by this privacy policy and the information the third-party site or platform collects is subject to the third-party site or platform's privacy practices. Privacy choices you have made on the third-party site or platform will not apply to our use of the information we have collected directly through our applications.
- We collect information through technology, such as cookies, Flash cookies and Web beacons, including when you visit our sites and applications or use our applications on third-party sites or platforms using one or more devices.
- We acquire information from other trusted sources to update or supplement the information you provided or we collected automatically. Local law may require that you authorize the third party to share your information with us before we can acquire it.

## **3. Your Controls and Choices**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- We provide you the ability to exercise certain controls and choices regarding our collection, use and sharing of your information. In accordance with local law, your controls and choices may include:
  - You may correct, update and delete your registration account
  - You may change your choices for subscriptions, newsletters and alerts
  - You may choose whether to receive from us offers and promotions for our products and services, or products and services that we think may be of interest to you
  - You may choose whether we share your personal information with other companies so they can send you offers and promotions about their products and services
  - You may choose whether to receive targeted advertising from many ad networks, data exchanges, marketing analytics and other service providers here
  - You may request access to the personal information we hold about you and that we amend or delete it.

You may exercise your controls and choices, or request access to your personal information, by emailing Script2Screen LLC, or following instructions provided in communications sent to you.

#### **4. Children's Privacy**

We recognize the need to provide further privacy protections with respect to personal information we may collect from children on our sites and applications. Some of the features on our sites and applications are age-gated so that they are not available for use by children, and we do not knowingly collect personal information from children in connection with those features. When we intend to collect personal information from children, we take additional steps to protect children's privacy, including:

- Notifying parents about our information practices with regard to children, including the types of personal information we may collect from children, the uses to which we may put that information, and whether and with whom we may share that information
- In accordance with applicable law, obtaining consent from parents for the collection of personal information from their children, or for sending information about our products and services directly to their children
- Limiting our collection of personal information from children to no more than is reasonably necessary to participate in an online activity
- Giving parents access or the ability to request access to personal information we have collected from their children and the ability to request that the personal information be changed or deleted.

For additional information about our practices in the United States regarding children's personal information, please read our [Children's Privacy Policy](#).

#### **5. Data Security, Integrity and Retention**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. The security, integrity and confidentiality of your information are extremely important to us. We have implemented technical, administrative and physical security measures that are designed to protect guest information from unauthorized access, disclosure, use and modification. From time to time, we review our security procedures to consider appropriate new technology and methods.

Please be aware though that, despite our best efforts, no security measures are perfect or impenetrable. Script2Screen, LLC cannot ensure or warrant the security of any information you transmit to us, and you do so at your own risk. Once we receive your transmission, we make our best effort to ensure its security on our systems. We will retain your personal information for the length of time needed to fulfill the purposes outlined in this privacy policy unless a longer retention period is required or permitted by law.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information.

The computers/servers in which we store personally identifiable information are kept in a secure environment.

#### **6. Data Transfers, Storage and Processing Globally**

We operate globally and may transfer your personal information to third parties in locations around the world for the purposes described in this privacy policy. Wherever your personal

information is transferred, stored or processed by us, we will take reasonable steps to safeguard the privacy of your personal information. Additionally, when using or disclosing personal information transferred from the European Union, we use standard contractual clauses approved by the European Commission, adopt other means under European Union law for ensuring adequate safeguards, or obtain your consent. We also apply the substantive requirements of standard contractual clauses when transferring personal information from Australia.

## **7. Changes to this Privacy Policy**

From time to time, we may change this privacy policy to accommodate new technologies, industry practices, regulatory requirements or for other purposes. We will provide notice to you if these changes are material and, where required by applicable law, we will obtain your consent.

## **8. Comments and Questions**

If you have a comment or question about this privacy policy, please contact Script2Screen LLC. Our sites and applications may contain links to other sites not owned or controlled by us and we are not responsible for the privacy practices of those sites. We encourage you to be aware when you leave our sites or applications and to read the privacy policies of other sites that may collect your personal information.

Notice to California Residents: If you are a California resident, you may have certain additional rights. California Civil Code Section 1798.83 permits you to request information regarding the disclosure of your personal information by certain members of Script2Screen LLC to third parties for the third parties' direct marketing purposes. California Business and Professions Code Section 22581 permits registered users who are minors to request and obtain deletion of certain posted content.

## **OTHER WEBSITES**

Our websites may contain links to other websites. Please be aware that Script2Screen, LLC is not responsible for the privacy practices of other websites. Each website should be checked for its own privacy policy. Any information you share with such a website is subject to its policies and practices and is independent of Script2Screen, LLC.

## **GOVERNING LAW**

By choosing to visit our websites or otherwise provide information to Script2Screen, LLC, you agree that any dispute over privacy or the terms contained in this privacy policy will be governed by the law of the State of Georgia. You also agree to arbitrate such disputes and to abide by any limitation on damages contained in our Terms of Use or other agreement we have with you.

## **UPDATE INFORMATION / SUGGESTIONS**

If you would like to update or correct any information that you have provided to Script2Screen, LLC through your use of our websites or otherwise, or you have suggestions for improving this privacy policy, please send an email to [info@script-2-screen.com](mailto:info@script-2-screen.com).

If you have a comment or question about this privacy policy, please contact Script2Screen LLC. Our sites and applications may contain links to other sites not owned or controlled by us and we are not responsible for the privacy practices of those sites. We encourage you to be aware when you leave our sites or applications and to read the privacy policies of other sites that may collect your personal information.

Please see our Terms of Use for more information regarding the terms and conditions for using the sites where this privacy policy is posted.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately. Please send an email to: [info@script-2-screen.com](mailto:info@script-2-screen.com).**