

## **Saturday Morning Productions's Privacy Statement**

PLEASE READ THIS PRIVACY STATEMENT CAREFULLY. It contains important stuff about the five Ws (and also an H) of our collection and use of your personal information.

### **Who (does this relate to)?**

You – customers and visitors to our website, [www.saturdaymp.com](http://www.saturdaymp.com).

We/Us – Saturday Morning Productions

### **What (do we collect)?**

We collect two types of information through our communications with you: personal information and non-personal information.

We may collect the following personal information:

- Contact information such as name and email address

We may collect, as non-personal information, information about your computer such as Internet Protocol (IP) address, browser type, operating system, what website linked you to us and what page of our site you left from. However, some of that information could be used to personally identify you and so where we can, we treat it in accordance with this policy as well.

We will not collect, use, or disclose your personal information without your knowledge and consent, except where we are required to by law. When you provide us with personal information, you consent to our use of that information as described in this policy. Your consent may be provided expressly by clicking a check box or it may be implied where we can reasonably say that you have consented through your actions. For example, if you provide information to us in a form, we will assume you consent to us using that information to contact you.

At any time, you may let us know that you no longer consent to our collection, use, or disclosure of your personal information. We will do our best to accommodate your request according to applicable laws.

### **How & When (do we collect and store it)?**

*When you visit our website*

Our website does not use cookies. However, [Google Analytics](#) uses cookies, and we use Google Analytics to see the habits of visitors. You will have no problem viewing our entire website if your web browser has cookies disabled. But you might want to read [Google's privacy policy](#) to make sure you are OK with it (if that link doesn't work, try using your favourite search engine to search for "Google privacy policy"). Also, browsing our website makes anonymous visitor information available to us, including [IP addresses](#). We view this data and store it in a log file. This log file is used for our company's analytics and for debugging purposes. We do not share or sell this log file.

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### *When you purchase*

When customers make a purchase through PayPal, the only information we know about customers is what PayPal shares with us. However, we aren't responsible for PayPal, and so you should read [their privacy policy](#) to find out what they do with us (if that link doesn't work, try searching for "PayPal privacy policy").

At the time of this writing, however, it is important to note that PayPal does not share your method of payment nor your credit card number with us; therefore, we do not track or store this information.

### *When you visit third party sites*

On our website (including in this very privacy policy) there may be hyperlinks to third party websites. Despite our attempts at telepathy, we cannot control these third parties and what they do with your information. When you visit a third party site linked from our website, please take a moment to review their privacy policy before giving them any personal information. While we aren't responsible for these third party sites, please let us know if you have any concerns about third party links (see contact information below).

### *How we store it*

We store our customers' names and e-mail addresses in a private and secure database maintained by Saturday Morning Productions, not a third party. We will not sell nor distribute this database (though please read "Why?" below to see what we do with it). We will not disclose, share, lease, rent, nor loan it out to marketers. We won't even show it to our moms.

With that said, there may come a time when we will be required by law to disclose your personal information in order to comply with a subpoena or similar legal process. We may also disclose your personal information if we truly believe that doing so is necessary to protect our rights, to protect your safety or the safety of others, to investigate fraud, or to respond to a government request.

As nothing on the Internet is 100% secure, we cannot guarantee your private information is absolute security. When you communicate with us through email or through our website, it involves communications and transmissions that are outside of our control (and those messages might be routed, stored or cached by people other than us). However, the security of your personal information is paramount to us and we have taken considerable efforts to ensure its security.

We only keep your personal information for as long as we need it to conduct business and to meet our legal requirements. We destroy or render your information completely anonymous when it is no longer needed or required to be stored.

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### **Why (do we use your information)?**

We store customer e-mail addresses for a number of reasons:

- To allow product downloads and re-downloads. When customers re-download previously purchased products, they are asked to type the e-mail address used for their purchase. The website checks the secure customer database to allow the re-download.
- To assist us in the refund process.
- We may contact customers if we notice a problem with their product download or other errors.
- We may occasionally contact our customers to offer Saturday Morning Productions products, services or upgrades.
- We may survey customers to help improve our products and customer service (we retain an independent third party survey company to do that).

We give customers the option to opt out of communications not initiated by them. We also check to ensure that the third-party survey company we use will only use our customer email address list as directed by us, keeps it secure, and does not sell it.

Just like you, we hate receiving spam messages. We will always provide you with the opportunity to unsubscribe from our mailing lists. If you are receiving messages from us and you would kindly like us to stop, please use the unsubscribe link in the email or contact our Privacy Officer (see contact information below). If you would like to review the privacy policy of our third party survey company, we encourage you to do so: [Survey Monkey's Privacy](#).

### **Where (do we keep it)?**

We keep your information in a secure database hosted in the United States and backed up on our own, secure facilities. However, we do know that some of you may be concerned about foreign interception of personal information. So, we want to let you know that your personal information may be accessed by foreign law enforcement or regulatory agencies in accordance with the laws of those lands, if it ends up in their jurisdictions. As we set out above, this might happen in a few situations, such as when we give the information to third parties to help us provide service to you, or when you communicate with us electronically and the [Internet's series of tubes](#) transmits that information outside of Canada.

In short, some of our uses of personal information may result in personal information collected by us being transmitted, stored or processed in other countries such as the United States, the United Kingdom, or India. We don't think your information is being used on a Moon base yet, but we'll keep you posted.

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### **What (We're Trying to Say)...**

Humour aside, we take privacy very seriously around here. It's the law in Alberta ([Personal Information Protection Act](#)) and in Canada ([Personal Information Protection and Electronic Documents Act](#)) but more importantly, we care about the privacy of our information and we care about yours too, so we respect it and are careful to protect your trust.

Under the laws of Alberta and Canada you have the right to access your personal information and the right to request the correction of errors or omissions in your personal information in our control. Our friendly Privacy Officer is happy to assist you with an access or correction request.

If you have any questions about the identification of personal information under our control, how your personal information has been or may be used by us, or the names of individuals and organizations we have disclosed your information to, again, please contact our Privacy Officer.

We will do our best to respond to your request as quickly and accurately as possible. If any corrections are made to your personal information, we will promptly send those changes to any individual or organization that your personal information was disclosed to. In the rare circumstance that we cannot meet your request, we will notify you within 30 days and explain, in writing, why we cannot meet your request.

From time to time, we may update this policy to keep it up to date with our current practices. If we make any material (read: big) changes we will send you an email or we will post a notice on our website, before the change comes into effect. This Privacy Policy was last updated on March 1, 2014. Please check in with us here at [saturdaymp.com](http://saturdaymp.com) to review our privacy policy and get the latest on all things Saturday Morning Productions.

As always, if you have any questions or concerns, please feel free to contact us.

**Name of Contact Person:** Chris Cumming

**Title of Contact Person:** Privacy Officer

[privacy@saturdaymp.com](mailto:privacy@saturdaymp.com)

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