

Privacy Policy

Introduction

Hal Leonard Corporation, ("Hal Leonard") is strongly committed to protecting the privacy of its software customers and online visitors. This privacy policy describes what information Hal Leonard collects from its software customers and online visitors; and how Hal Leonard uses that information once it is collected. This privacy policy is also subject to the website Terms of Use located [\[here\]](#).

What Does This Policy Apply To?

This privacy policy applies to the Site located at www.essentialelementsinteractive.com (the "Site"). This policy does not apply to any other products or services (including website(s)) owned or operated by a third party product supplier, service provider or affiliate, even if such products, services or content is offered through the Site. Accordingly, this privacy policy does not apply to the practices of any third party, affiliate, or business partners that Hal Leonard does not own or control.

Collection and Use of Non-personal Data

If you browse the Site without creating a user account or purchasing any services, you do so anonymously. We do not collect your e-mail address or other personal information. We do log your IP address (the internet address of your computer) to tell us which parts of our Site you are visiting or using. We do not link your IP address to anything personally identifiable; however, we use Google Analytics to track the state and/or country you are accessing the internet from, the date and time you visited and the type of computer, operating system and web browser you are using. Your browser supplies us and Google with this information. We use this information from our server logs to learn more about our visitors as a group, not about you as an individual. The information helps us identify overall usage patterns and trends on the site. Hal Leonard works with third party service providers such as Google Analytics to log and track this information on behalf of Hal Leonard. Google may also use this non-personal information in accordance with the Google Analytics terms and conditions, which is located here: <http://www.google.com/intl/en/policies/privacy/>.

Collection and Use of Personally Identifiable Information

Hal Leonard may collect the following personally identifiable information from registered users.

- Contact information that you provide to us, such as your name, title and organization, address, telephone number, fax number, or e-mail address.

- Contact information obtained via other companies' marketing lists.
- Credit card or other payment information for your transactions may be collected.
- Information about a teacher's school and students (subject to consent from each student's parent or guardian).

Hal Leonard uses this information to provide services to its registered users and to enable teachers to provide educational services to their students. Hal Leonard will not sell personally identifiable information to any third party.

Aggregated Data

Hal Leonard may take personal and business information and aggregate data so that it is no longer identifiable. Hal Leonard may use this information to enhance the features of its content, products and services. Hal Leonard will take reasonable precautions to ensure that such aggregated information does not contain any confidential or otherwise identifiable data that could be used to identify its source.

Removing or Updating Personal Information

If you believe your personal information is not accurate, or if you would like us to delete personal information collected by Hal Leonard, please contact us at: **[insert]** or call **[insert]**.

Disclosure of Your Personal Information

Hal Leonard may disclose your personal information if required to do so by law or in the good-faith belief that such action is necessary to: (a) satisfy a legal order or comply with legal process; (b) defend the rights of Hal Leonard or its affiliates or business partners; or (c) protect the personal safety of Hal Leonard employees, agents, affiliates, business partners, customers or Products users.

Security

Hal Leonard uses reasonable technical and organizational security measures to protect the loss, misuse or alteration of information under our control. We cannot guarantee that unauthorized third parties will never be able to defeat those security measures. Although we cannot guarantee that our systems are 100% secure 100% of the time, we periodically update our technology in order to improve the protection of customer information. The Site does not use a secure server to transmit sensitive data to and from our site. However, if you place an order online, our third-party service providers that collect or process credit card information for online orders do use secure servers. Be sure not to transmit any credit card or other financial or sensitive data through the Site unless you have first verified that the data is being submitted to our third-party service

provider's secure server.

Governing Law and Jurisdiction

This Policy, and Hal Leonard's collection and use of customer information, shall be governed and interpreted in accordance with the laws of the United States and the State of Wisconsin. Any disputes arising out of this Policy shall be adjudicated in a court of competent jurisdiction in the Eastern District of the State of Wisconsin.

Hal Leonard Privacy Policy Changes

Hal Leonard reserves the right to change its privacy policy at any time without prior notice. Any changes to the privacy policy will be posted on this page and will be effective immediately upon posting.