

# Ritchie's Dance Band

## Basic Confidentiality Policy

It is Ritchie's Dance Band's policy that any **personal information**, such as your name, postal and e-mail address or telephone number, is **private and confidential**.

Accordingly, the personal information you provide is stored in a secure location, is accessible *only* by designated staff, and is used *only* for the purposes for which you provide the information (such as to reply to your request for a quote for musical/band services).

If you also indicate on our site that you would like to receive information about Ritchie's Dance Band performance dates, rates and services, such as consultation for an engagement of Ritchie's Dance Band, your personal information will be used appropriately to contact you for such services only.

If at any time you change your mind and would like to add or remove your name from the Ritchie's Dance Band's mailing list, or correct your personal information, please email us at [music@ritchiesdanceband.com](mailto:music@ritchiesdanceband.com).

### No Release of Information to Third Parties

Your personal information **will not be released to third parties**, except if release is required by law, or is pertinent to judicial or governmental investigations or proceedings. *There are no other circumstances under which we will provide or sell personal information to third parties.*

### No Computer Tracking of Identifiable Information

Our server is not configured to trace, track, collect or distribute personal information about its visitors. It can identify the home server or Internet Service Provider (ISP) of visitors.

No personal information is collected, sold, shared, rented, or used by any third party whatsoever, except to contact inquiry for services that Ritchie's Dance Band provides.