

Obsidianworks Privacy Policy

Effective: June 7, 2021

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1. Scope of this Policy

Obsidianworks Creative LLC (“**Obsidianworks**,” “**we**,” “**us**,” “**our**”) respects your privacy and values your trust. The purpose of this Privacy Policy is to inform you of the treatment and handling of personal information that we may learn about you from using our website at obsidianworks.com (the “**Site**”) and/or by use of any of our services (collectively, with the Site, the “**Service**”). If you have any questions regarding this information or our privacy practices, please contact us via the method set out in the section entitled *How to Contact Us* at the end of this Privacy Policy.

2. Agreement to Terms

If you do not agree with the terms of this Privacy Policy, then you should immediately discontinue use of the Service without providing us any personal information.

3. Information We Collect

We may collect the following categories of personal information directly from you when you interact with us (such as when you send communications to us) or from cookies on our Site:

Identifiers

We may collect your name, address, email address, and/or phone number.

Communications

We may collect the content of any email or communication you send to us, including any personal information you choose to include in a message to us.

Device Information

We may collect device information when you visit our Site. Device information may include your computer or mobile device type, browser type, online identifiers, IP address, and geolocation information.

Internet Activity

We may collect information concerning your interaction with our Site, including when you access the Site and browsing activity on the Site (such as which pages you visit, in what order, and for how long).

This may include “traffic data” or tracking information provided by the Site’s host or similar provider (e.g., Google Analytics) that may be helpful for marketing purposes or for improving the Service.

You are not required to provide all personal information identified in this Privacy Policy to use our Service or to interact with us, but certain functionality will not be available if you do not provide certain personal information. For example, if you do not provide certain contact information, we may not be able to respond to your requests or inquiries.

4. Cookies

A cookie is a small string of information that a website that you visit transfers to your browser for identification purposes. Cookies can be used to follow your activity while using a website or across websites, and that information helps companies understand your preferences and tendencies, as well as improve and personalize your website experience. Some cookies are necessary to operate a website, while others can be functional or analytical. Cookies on our Site are generally divided into the following categories:

- *Strictly Necessary Cookies.* These are cookies that are required for the operation of certain features of our Site. These include cookies that are set by the video-hosting provider Vimeo. Because our Site uses Vimeo’s embedded video player, Vimeo sets certain cookies that are essential to the video player experience. You can read more about Vimeo’s cookie policy at https://vimeo.com/cookie_policy.
- *Analytical/Performance Cookies.* These allow us to recognize and count the number of users on the Site and understand how such users navigate through the Site (e.g., when and which pages are visited, in what order the pages are visited, and where a user is located). This helps improve how the Site works, for example, by ensuring that users can find what they are looking for easily.

We use Google Analytics for part of this process. For more information about Google Analytics, please visit <http://www.google.com/policies/privacy/partners/>. You can opt-out of Google Analytics’ collection and use of data generated by your use of the Site by going to <https://tools.google.com/dlpage/gaoptout>.

You can prevent the use of certain cookies by modifying your Internet browser settings, typically under the sections “Help” or “Internet Options.” If you disable or delete certain cookies in your Internet browser settings, you may still access the Site, however, you might not be able to access or use functions or features of the Site, such as the video player.

Do-Not-Track Signals

At this time, Obsidianworks does not recognize automated browser signals regarding tracking mechanisms, which may include “do-not-track” instructions.

5. Children’s Privacy

The Service is not intended for use by people under 13 years of age. We do not knowingly or intentionally gather personal information about visitors who are under the age of 13. If you are aware of, or suspect that, someone under the age of 13 is using the Service without permission, please notify us immediately by contacting us as detailed in the *How to Contact Us* section below. If you have

questions or concerns about the Internet and privacy for your child, we encourage you to check out the [FTC Guidelines](#) for protecting your child's privacy online.

6. Use of Personal Information

We collect and use your personal information for the following purposes:

- Responding to your inquiries or requests;
- Providing products or services requested by, or reasonably anticipated within the context of our relationship with, you;
- Managing our relationship with you;
- Analyzing use of the Site;
- Complying with legal and regulatory obligations.

7. Our Disclosure of Personal Information

We may share your personal information with the following third parties:

- *Service providers* for the performance of any contract we enter with them, including hosting providers, IT outsourcing, and website analytics providers.
- *Advisers and financial institutions*, including auditors, notaries, business continuity support service providers, and legal, tax, and risk and compliance advisors.
- Where permitted by applicable laws, with *third parties in connection with a corporate restructuring*, sale, transfer, or assignment of assets or business merger, divestiture, or other changes to the control or financial status of the company.
- *Government bodies*, dispute resolution organizations, law enforcement agencies, or third parties in connection with (a) responding to a subpoena, search warrant, or other lawful request for information we receive; (b) cooperating in a law enforcement or similar investigation; or (c) otherwise protecting our rights, as applicable.

8. Security

We maintain reasonable technical and organizational measures to protect personal information from loss, misuse, alteration, or unintentional destruction. Whenever you give out personal information online there is a risk that third parties may intercept and use that information. Although we seek to protect your personal information and privacy, we cannot guarantee the security of any information you disclose online. To the extent permitted under applicable law, we assume no liability or responsibility for disclosure of your information due to errors in transmission, unauthorized access by third parties, or other causes beyond our control.

9. Links to Other Websites

For your convenience, we may link to third-party sites and services, or otherwise display third-party content through the Site to provide increased value to our visitors. We have no control over these linked sites, each of which has separate privacy and data collection policies and practices independent from us.

As such, we have no responsibility or liability for these independent policies or actions and are not responsible for the privacy practices or the content of any such websites. Please note that these other sites may send their own cookies to users, collect data, or solicit personal information, and we encourage you to review their policies before engaging with these third-party sites.

10. Effective Date and Changes to this Privacy Policy

This Privacy Policy is effective as of the date at the top of this Policy. Obsidianworks has the discretion to update this Privacy Policy at any time. When we do, we will revise the effective date at the top of this page. We encourage users to frequently check this page for any changes and to stay informed about how we are helping to protect the personal information we collect, especially before you provide information, and particularly personal information, to us through the Service. In the event of a material change to this Privacy Policy, we will provide a message through our Site or via email informing you of the change.

11. How to Contact Us

If you have any questions about this Privacy Policy or our Service, please contact us at info@obsidianworks.com.