




# THE TRINIDAD AND TOBAGO COPYRIGHT COLLECTION ORGANISATION (T.T.C.O.)

Suite #10 Cruise Ship Complex, Wrightson Road, Port-of-Spain, Trinidad and Tobago  
P.O. Box 4361, St. Anns Post Office, St. Anns, Port-of-Spain, Trinidad, West Indies.  
Tel: (868) 624-9662 • Tel/Fax: (868) 624-1024, (868) 788-4668 E-mail: [info@ttco.org.tt](mailto:info@ttco.org.tt)  
Website: <http://www.ttco.org.tt> •  Trinidad and Tobago Copyright Collection Organisation

## Website Privacy Policy

This Privacy Policy outlines how the Trinidad and Tobago Copyright Collection Organization ("we," "us," or "our") collects, uses, discloses, and protects personal information provided by individuals ("you" or "your") during the membership process on our website. We are committed to safeguarding your privacy and ensuring the security of your personal information. Please read this Privacy Policy carefully to understand our practices regarding your personal information.

### 1. Information We Collect

#### 1.1 Personal Information:

During the membership registration process, we may collect the following personal information:

- Full name
- Contact information (email address, telephone number, mailing address)
- Date of birth
- National identification number
- Professional details (occupation, company/organization affiliation)
- Payment information

#### 1.2 Cookies and Usage Data:

When you access our website, we may automatically collect certain non-personal information, including your IP address, browser type, operating system, referring website, and the pages you visit on our site. This information is collected using cookies and similar tracking technologies.

### 2. Use of Information


#### 2.1 Personal Information:

We use the personal information we collect for the following purposes:

- Verifying your identity and eligibility for membership
- Processing your membership application
- Communicating with you regarding your membership status and updates
- Responding to your inquiries and providing customer support
- Sending you newsletters, promotional materials, and other communications related to our services (with your consent)



# THE TRINIDAD AND TOBAGO COPYRIGHT COLLECTION ORGANISATION (T.T.C.O.)

Suite #10 Cruise Ship Complex, Wrightson Road, Port-of-Spain, Trinidad and Tobago  
P.O. Box 4361, St. Anns Post Office, St. Anns, Port-of-Spain, Trinidad, West Indies.  
Tel: (868) 624-9662 • Tel/Fax: (868) 624-1024, (868) 788-4668 E-mail: [info@ttco.org.tt](mailto:info@ttco.org.tt)  
Website: <http://www.ttco.org.tt> •  Trinidad and Tobago Copyright Collection Organisation

- Conducting research and analysis to improve our services and offerings

## 2.2 Cookies and Usage Data:

We use cookies and similar technologies to analyze usage patterns, improve the functionality of our website, and enhance your experience. These technologies may collect information such as your IP address, browser type, and browsing activities on our site.

## 3. Data Retention

We will retain your personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law. If you request the deletion of your personal information or withdraw your consent for us to process your information, we will securely dispose of your data, unless its retention is necessary to comply with our legal obligations or resolve disputes.

## 4. Data Disclosure

We may disclose your personal information to third parties in the following circumstances:

- With your consent or as required to fulfill the purposes outlined in this Privacy Policy
- To comply with legal obligations, such as responding to lawful requests from government authorities
- To protect our rights, property, or safety, and that of our members or others
- Affiliated Societies for effective collection and distribution of royalties collected on your behalf

We do not sell, rent, or trade your personal information to third parties for their marketing purposes.


## 5. Data Security

We implement reasonable security measures to protect your personal information from unauthorized access, use, alteration, or disclosure. However, no method of transmission over the Internet or electronic storage is 100% secure. Therefore, we cannot guarantee absolute security of your information.

## 6. Third-Party Links



# THE TRINIDAD AND TOBAGO COPYRIGHT COLLECTION ORGANISATION (T.T.C.O.)

Suite #10 Cruise Ship Complex, Wrightson Road, Port-of-Spain, Trinidad and Tobago  
P.O. Box 4361, St. Anns Post Office, St. Anns, Port-of-Spain, Trinidad, West Indies.  
Tel: (868) 624-9662 • Tel/Fax: (868) 624-1024, (868) 788-4668 E-mail: [info@ttco.org.tt](mailto:info@ttco.org.tt)  
Website: <http://www.ttco.org.tt> •  Trinidad and Tobago Copyright Collection Organisation

Our website may contain links to third-party websites. We are not responsible for the privacy practices or content of those websites. We encourage you to review the privacy policies of those third-party websites before providing any personal information.

## 7. Your Rights

You have the following rights regarding your personal information:

- The right to access and review your personal information held by us
- The right to correct inaccurate or incomplete information
- The right to withdraw consent for processing your personal information
- The right to request erasure of your personal information
- The right to object to the processing of your personal information
- The right to request the restriction of processing your personal information
- The right to data portability