

Privacy Policy

Effective Date: January 8, 2026

Last Updated: July 24, 2026

Moonlight Media ("Moonlight Media," "we," "our," or "us") respects your privacy and is committed to protecting the personal information entrusted to us.

This Privacy Policy explains how we collect, use, store, disclose, and protect information when you visit www.moonlightmediapnw.com, contact us, complete a booking form or questionnaire, make a payment, enter into a service agreement, access a client gallery, or receive photography, videography, livestreaming, design, or other media services from us.

By using our website or providing information to Moonlight Media, you acknowledge the practices described in this Privacy Policy.

1. Information We Collect

Depending on how you interact with Moonlight Media, we may collect the following categories of information.

Contact and Identification Information

This may include:

- Your name
- Email address
- Telephone number
- Mailing or billing address
- Business or organization name
- Names of individuals participating in a session, event, or project

Booking and Project Information

When you request or book services, we may collect:

- Requested service type
- Session, event, or production date
- Location information
- Project descriptions and creative preferences
- Event schedules and timelines
- Names of participants or important contacts
- Accessibility, scheduling, or production-related requests
- Other details you voluntarily provide through a contact form, consultation, questionnaire, email, telephone call, or contract

Please avoid submitting sensitive personal information unless it is reasonably necessary for your project.

Payment and Transaction Information

When you make a payment or deposit, we may collect transaction-related information such as:

- Billing name and address
- Payment amount
- Payment status
- Invoice and transaction records
- Limited payment-method information, such as the card type or last four digits, when provided by the payment processor

Payments may be processed through third-party payment providers. Moonlight Media generally does not directly receive or store complete debit card, credit card, or banking account numbers. Payment providers process payment information according to their own privacy policies and security practices.

Contracts and Releases

We may collect and retain:

- Service agreements
- Estimates and invoices
- Electronic or handwritten signatures
- Model, participant, or talent releases
- Parent or guardian authorizations
- Licensing and usage permissions
- Communications concerning project approval and delivery

Photographs, Video, Audio, and Other Media

In providing our services, we may create, receive, edit, store, or deliver:

- Photographs and portraits
- Video and film recordings
- Audio recordings
- Livestream recordings
- Drone footage
- Interviews and testimonials
- Graphic designs and finished media products
- Behind-the-scenes material
- Images or recordings submitted by clients

These materials may identify clients, event attendees, employees, students, athletes, performers, family members, or other participants.

Website and Technical Information

When you visit our website, our website provider and connected services may automatically collect information such as:

- Internet Protocol address
- Browser and device type
- Operating system
- Referring website
- Pages visited
- Approximate geographic region
- Date and time of access
- Website interactions and performance information
- Cookie or similar technology identifiers

We may use this information to operate, secure, maintain, and improve our website.

2. How We Collect Information

We may collect personal information:

- Directly from you
- Through contact or booking forms
- Through project questionnaires
- Through contracts and release forms
- Through invoices and payment systems
- During consultations or communications
- While providing photography, video, or other media services
- From a person or organization booking services on behalf of participants
- Through website cookies, analytics, and related technologies
- Through third-party platforms used for galleries, scheduling, file delivery, contracts, or payments

When an organization hires Moonlight Media to document an event or program, the organization may provide participant, employee, student, performer, or attendee information needed to complete the project.

3. How We Use Information

We may use collected information to:

- Respond to inquiries and provide estimates
- Schedule consultations, sessions, events, and productions
- Prepare contracts, questionnaires, releases, and invoices
- Process deposits and payments
- Communicate about project requirements and timelines
- Photograph, film, edit, produce, and deliver client projects
- Create and manage client galleries or download links
- Provide customer support

- Maintain project, payment, and business records
- Protect our website, systems, equipment, clients, and business
- Investigate suspected fraud, misuse, or security incidents
- Meet legal, tax, accounting, insurance, and contractual obligations
- Improve our services, website, and customer experience
- Enforce our agreements and protect our legal rights

We may also use photographs, videos, testimonials, or other media for our portfolio, website, social media, advertising, grant reporting, educational examples, or promotional materials when that use is authorized by a contract, model release, participant release, parent or guardian permission, or other appropriate consent.

4. Client Galleries and Media Delivery

Moonlight Media may use third-party platforms to store and deliver photographs, videos, and other files.

Client galleries or delivery links may be protected using a password, access code, private link, or download setting. Clients are responsible for keeping gallery passwords, private links, and access credentials confidential.

Clients should only share access with people they authorize to view or download the media. Moonlight Media is not responsible for access resulting from a client or authorized recipient publicly sharing a password, download link, access code, or delivered file.

Although we take reasonable precautions, no online gallery, file-transfer system, cloud-storage platform, or electronic transmission can be guaranteed to be completely secure.

5. How We Share Information

Moonlight Media does not sell or rent personal information.

We may share information with service providers that help us operate our business, including providers of:

- Website hosting
- Online booking and scheduling
- Payment processing
- Electronic contracts and signatures
- Accounting and invoicing
- Email and business communications
- Cloud storage and data backup
- Client galleries and file delivery
- Photography and video editing
- Printing and product fulfillment
- Website analytics
- Information technology and security

These providers may access information only as reasonably necessary to perform services for Moonlight Media and are governed by their own agreements, policies, and legal obligations.

We may also disclose information:

- At your direction or with your permission
- To individuals or organizations involved in your project
- To professional advisers, insurers, accountants, or legal representatives
- To comply with a subpoena, court order, law, or lawful government request
- To investigate fraud, security concerns, contract violations, or unlawful activity
- To protect the rights, safety, property, or interests of Moonlight Media, our clients, participants, or others
- In connection with a business restructuring, financing, sale, merger, or transfer of business assets

6. Public Events and Event Coverage

Moonlight Media photographs and films public, community, athletic, cultural, educational, business, and private events.

People attending an event may appear in group photographs, crowd footage, background images, livestreams, highlight videos, or event documentation. The event organizer may be responsible for providing appropriate notices, permissions, releases, or participant instructions.

When Moonlight Media is hired by an organization, school, tribe, department, business, or event organizer, requests concerning participation or media use may need to be directed to that organization.

7. Children and Minors

Our website and online services are not intended to collect personal information directly from children under 13 without the involvement or authorization of a parent, guardian, school, organization, or other authorized adult.

Photography or video services involving minors must be arranged or authorized by an appropriate adult or organization. We may require a parent, guardian, or authorized representative to sign a release or service agreement.

Parents and legal guardians may contact us with questions about information or media involving their child.

8. Cookies and Website Analytics

Our website and third-party service providers may use cookies, pixels, analytics tools, and similar technologies to:

- Keep the website functioning
- Remember preferences

- Understand website traffic
- Measure page performance
- Diagnose technical problems
- Improve website content and navigation
- Help protect the website from misuse

You may be able to control cookies through your browser settings. Disabling cookies may affect the operation of certain website features.

Where required, we will provide appropriate choices or notices concerning nonessential cookies and similar technologies.

9. Data Retention

We retain information only for as long as reasonably necessary for the purposes described in this policy, including completing services, maintaining business records, resolving disputes, enforcing agreements, and satisfying legal, accounting, tax, insurance, and contractual obligations.

Retention periods may vary according to the type of information and project.

Contracts, releases, invoices, payment records, and business communications may be retained for recordkeeping purposes. Original and edited media may be retained for a limited or extended period depending on the service agreement, storage availability, business needs, and any applicable archival arrangement.

Unless a written agreement states otherwise, Moonlight Media does not guarantee permanent storage of photographs, videos, project files, or client galleries. Clients should download delivered files promptly and maintain their own backups.

10. Data Security

We use reasonable administrative, technical, and physical measures intended to protect the information under our control. These measures may include:

- Password-protected accounts and systems
- Access restrictions
- Secure payment providers
- File backups
- Software and device security
- Limited access to client records
- Secure disposal or deletion practices

However, no website, email account, cloud service, storage device, payment system, or electronic transmission is completely secure. We cannot guarantee absolute security.

If we discover a security incident involving personal information, we will investigate and provide notifications when required by applicable law.

11. Your Privacy Choices

Subject to applicable law and appropriate identity verification, you may contact us to:

- Ask what personal information we maintain about you
- Request correction of inaccurate information
- Request deletion of certain information
- Withdraw consent for certain future uses
- Ask questions about how your information is used
- Request removal of an image from Moonlight Media-controlled online promotional channels

Some requests may be limited by legal, contractual, archival, journalistic, artistic, recordkeeping, or legitimate business requirements.

Withdrawing consent does not necessarily affect uses that occurred before consent was withdrawn. We may also be unable to remove materials already printed, published, distributed, downloaded, shared by third parties, delivered to a client, or included in completed productions.

To protect privacy, we may ask for information needed to verify your identity or authority before completing a request.

12. Social Media and Third-Party Websites

Our website may link to social media pages, client galleries, payment providers, scheduling platforms, cloud-storage services, or other third-party websites.

Moonlight Media does not control the privacy, security, or content practices of third parties. Information submitted to a third-party platform is governed by that platform's privacy policy and terms.

When you comment on, tag, message, share, or otherwise interact with Moonlight Media through a public social media platform, your activity may be visible to other users according to your account settings and the platform's policies.

13. Communications

We may use your contact information to send communications concerning:

- Inquiries and estimates
- Appointments and scheduling
- Contracts and questionnaires
- Payment reminders and receipts
- Project updates
- Gallery or file delivery
- Customer-service matters
- Services you have requested

We will only send promotional email communications where permitted. You may request to stop receiving promotional communications, but we may continue sending transaction-related or service-related messages.

14. Photography and Video Usage Permissions

This Privacy Policy does not replace the terms of a photography agreement, video-production agreement, model release, event-coverage agreement, licensing agreement, or other signed contract.

Media ownership, copyright, licensing, portfolio use, promotional use, participant permissions, and delivery rights are governed by the applicable agreement or release. If this Privacy Policy conflicts with a signed agreement concerning a specific project, the signed agreement will control to the extent permitted by law.

15. Visitors from Outside the United States

Moonlight Media is based in Washington State, United States. Information submitted through our website or services may be processed and stored in the United States or in other locations where our service providers operate.

By submitting information, you understand that privacy laws in those locations may differ from the laws where you live.

16. Changes to This Privacy Policy

We may update this Privacy Policy periodically to reflect changes in our services, technology, business practices, or legal obligations.

The revised policy will be posted on our website with an updated “Last Updated” date. Your continued use of our website or services after an update means that the revised policy will apply to future interactions, to the extent permitted by law.

17. Contact Moonlight Media

For questions, concerns, or privacy-related requests, contact:

Moonlight Media

Email: Contact.Moonlight.Media@gmail.com

Website: www.moonlightmediapnw.com

Location: Washington State, United States

Please include “Privacy Request” in the subject line and provide enough information for us to understand and respond to your request.