

POLICY NUMBER: 4.9.5	DATE ADOPTED: Jun 20, 2018
POLICY TYPE:	DATE AMENDED:
POLICY TITLE: Privacy and Security	

Privacy and Security

Shuswap Theatre Society collects some personal patron information in the course of supporting our mission and completing business transactions. This information is contained mainly in our lists of members, identifiable ticket purchasers, sponsors and those who have completed our volunteer questionnaire. We understand that your personal information and privacy is important to you. We make every effort to ensure that the information you share with us is recorded accurately, retained securely, and used only according to your wishes as you have communicated them to us.

Shuswap Theatre Society recognizes the right of individuals to protect their personal information and to gain access to the information gathered.

Collection of Information

Shuswap Theatre Society collects personal patron information (such as address, ticket or donation history) only from ticket buyers, donors, and volunteers who have actively shown or are likely to show an interest in Shuswap Theatre Society.

Information Use and Retention

Shuswap Theatre Society uses personal patron information to support its mission, conduct business with patrons, communicate with patrons, anticipate and respond to patron preferences, develop new programs, and meet legal and regulatory requirements. Personal information will be used only for the purposes for which it was collected, or with the consent of the individual, or as required or allowed by law. We may also share your personal information with third party service providers as necessary for them to provide services on our behalf. Some service providers may be located outside of Canada where personal information may be subject to the laws of those jurisdictions.

Shuswap Theatre does not share, sell, rent, or trade personal patron information to any commercial business or to other nonprofit organizations.

Personal patron information will be retained and disposed of in a manner which provides security against unauthorized access, collection, use, disclosure, copying, modification, disposal, or similar risks. Only authorized Shuswap Theatre Society volunteers have access to this information on a need to know basis. Personal information will be retained only so long as necessary to fulfill the uses stated above or as required by law.

Consent to Collect Information

Consent for the collection, retention, and use of personal patron information is implicit when patrons provide such information. Patrons have the right to provide only the personal information reasonably required to conduct their chosen transaction with Shuswap Theatre Society.

Patrons may at any time limit or alter their consent for the Shuswap Theatre Society to collect, use, or retain personal information. Patrons may also review and correct their personal information at any time.

Patron credit card details are not retained after a purchase unless the patron has specifically asked the society to do so.

Email Communication

Shuswap Theatre adheres to the requirements of Canada's Anti-Spam Legislation, which allows us to send informational or promotional messages only to our members and those who have specifically given permission for such use. Every promotional email contains an unsubscribe link that allows the recipient to revoke such permission at any time.

Accountability

Patrons may direct inquiries regarding changes to their personal information, consent, or this policy:

By mail to: Shuswap Theatre Society, 41 Hudson Ave NW, Salmon Arm, BC, V1E 4M2

By email: inquiry@shuswaptheatre.com

By phone: 250-832-9283 (messages checked periodically)

Website Security

Shuswap Theatre Society's main website is not housed on a secure server, however, all transactions requiring personal or financial information are conducted on the secure servers of the services we contract. Currently these services are Vendini Ticketing, EmailMeForm, Squarespace and Canada Helps (for donations). These services have their own privacy policies and Shuswap Theatre is confident all personal information is protected through the use of industry leading encryption technology.

IP Address Use

IP Address: An Internet Protocol (IP) address is a unique string of numbers that is assigned to your computer by your Internet Service Provider. Web servers automatically identify your computer by its IP address. We will use your IP address to help diagnose problems with our server and to administer our Site. Your IP address also may be used to gather broad demographic information.

Cookies

Our website, shuswaptheatre.com, uses browser cookies in a limited way in order to conduct online transactions. A "cookie" is a text file, invoked by standard browser

software, that our website places on your hard drive to enable our systems to recognize your browser, track transactions, and allow you to navigate our websites without having to re-enter information. We may also automatically receive and store certain other types of information, such as the type of web browser you use or the pages you link to from Shuswap Theatre Society websites. We do not use cookies to store personal information or to disclose information to third parties.

You can easily erase cookies from your computer or mobile device using your web browser. For instructions on how to handle and delete cookies, please look under "Help" in your browser. You can also choose to disable cookies, or to receive a notification each time a new cookie is sent to your computer or mobile device. Please note that if you choose to disable cookies, you will not be able to take advantage of all our features.