



The Brockville Theatre Guild

P.O. Box 474, Brockville Ontario K6V 5V6

Privacy & Protection of Private Information Policy

The Brockville Theatre Guild engages volunteer members and the public through theatrical and dramatic art events in Brockville and surrounding area and has a responsibility to safeguard privacy and private information of members and those with whom it is conducting any activity.

Policy Objectives

The Brockville Theatre Guild may have need to collect private personal information of volunteer members or from the public in order to fulfill legal or operational obligations. The policy of the Brockville Theatre Guild is to only collect as much information as is necessary to fulfill the obligation, to safeguard it and not share the information except as permitted by the person.

Application

1. The Brockville Theatre Guild will only collect private personal information, including any images or video of a person when it is necessary to conduct business:
 - a. To fulfill legal obligations, for example the maintenance of the corporate, charitable status registration and to file taxes.
 - b. To ensure a point-of-contact for mail, e-mail and telephone for correspondence to members for the administration of the business and/or any specific event or activity of the Brockville Theatre Guild.
 - c. To ensure there is a point-of-contact for members, and legal guardians for children, youth or vulnerable adults who are members.
2. The information will be securely stored by the person authorized to collect the information, taking such measures as necessary to safeguard the information from unauthorized or accidental disclosure; or, securely stored in locked Brockville Theatre Guild cabinets until such time as it is no longer necessary.
3. The Brockville Theatre Guild will only store collected private personal information of a person when it is necessary to use it (as above):
 - a. For such length of time as necessary for legal, administration or financial purposes; after which,
 - b. For not more than 10 years after the time when the information was collected and necessary for that purpose.
 - c. Records will be disposed/destroyed such that personal private information cannot be deciphered (i.e. burned / shredded).
4. Private personal information will not be shared outside the organization except as required by law, or by permission for promotion and social media purposes.
 - a. All forms used to collect and store personal private information will include a use, storage and disclosure statement making all use purposes clear at the time the information is collected.