

Port Moody Arts Centre Privacy Policy

Introduction

The Port Moody Arts Centre Society operating the Port Moody Arts Centre is committed to protecting your privacy and the confidentiality of your personal information. In order to comply with the privacy legislation, we have developed this Privacy Policy. Any personally identifiable information about a client** is considered personal information and will be treated in accordance with this Privacy Policy.

** In this policy “Client,” “you: or “your” includes any individual who has purchased services from the Port Moody Arts Centre and or any individual who is a member, donor, volunteer and or employee of the Port Moody Arts Centre,

What is personal information?

Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status), their health (e.g., health history, health conditions, health services received by them) or their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Business information (e.g., an individual’s business address and telephone number), which is not protected by privacy legislation. In addition, due to the nature of the Port Moody Arts Centre’s business, we also include in our policies and staunchly protect therein an individual’s financial information including checking account information and credit card information.

Who are we?

The Port Moody Arts Centre Society is a registered charitable organization whose mission is to stimulate, develop and promote the arts and culture in Port Moody by providing opportunities for all members of the community to participate in a variety of artistic pursuits. The Society’s mandate is to operate the Port Moody Arts Centre which provides art programming in visual and performing arts. The Port Moody Arts Centre also operates the Blackberry Gallery which hosts 48 exhibits a year and is home to many community groups and the Blackberry Artists Society Gift Shop.

We collect personal information for the following purposes:

The Port Moody Arts Centre Society collects names, addresses, including email addresses and phone contact information in order to conduct Arts Centre’s programs. The types of personal information we collect include the following: name, address, telephone, email address, age (for children only), credit card information and emergency contact information including contact info for each parent, alternate contact info and doctors contact information. Personal medical information if deemed necessary such as allergies is also collected.

Due to the nature of a registered charitable society we also keep names and addresses of clients. This information is used for correspondence with our volunteers, members, donors and other clients. The names and addresses of The Port Moody Arts Centre Society’s clients can be used for market research, marketing and or donation solicitation.

The Society also collects personal information from our employees and contractors to assure our proper compliance with employment laws, remuneration, tax payments and other employee/contractor functions.

Consent

Your knowledge and consent of the Society’s collection, use and disclosure of your Personal Information is critical. We rely on the following actions by you as indications of your consent to our existing and future Personal Information practices:

- Your voluntary provision of Personal Information directly to the Society’s employee’s or volunteers for the purpose of registering for an Arts Centre program, purchasing a product or volunteering for the Society.

- Your express consent or acknowledgement contained within a written, verbal or electronic application process
- Your consent solicited by the Society for a specified purpose;
- Your receipt of this Privacy Policy, until you notify the Society of a withdrawal of this consent; or
- Your consent given through your authorized representative such a legal guardian, agent or holder of a power of attorney.

Subject to certain legal or contractual restrictions you may withdraw this consent at any time.

Protecting personal information:

- We understand the importance of protecting personal information. For that reason, we have taken the following steps:
- Paper information is either under supervision or secured in a locked or restricted area.
- Electronic hardware is either under supervision or secured in a locked or restricted area at all time. In addition, passwords are used on computers.
- Staff are trained to collect, use and disclose personal information only as necessary to fulfill their duties and in accordance with our privacy policy.
- External consultants and agencies with access to personal information must enter into privacy agreements with us or acknowledge that they abide by PIPA and PIPEDA.

You can look at your information:

With only a few exceptions, you have the right to see what personal information we hold about you. Often all you have to do is ask. We will need to confirm your identity, if we do not know you, before providing you with this access. We reserve the right to charge a nominal fee for such requests. If there is a problem we may ask you to put your request in writing. If we cannot give you access, we will tell you with 30 days if at all possible and tell you the reason, as best we can, as to why we cannot give you access.

If you believe there is a mistake in the information, you have the right to ask for it to be corrected. This applies to factual information and not to any professional opinions we may have formed. We may ask you to provide documentation that our files are wrong. Where we agree that we made a mistake, we will make the correction and notify anyone to whom we sent this information. If we do not agree that we have made a mistake, we will still agree to include in our file a brief statement from you on the point and we will forward that statement to anyone else who received the earlier information.

Accountability, Openness and Customer Access

The Port Moody Arts Centre Society is responsible for all Personal Information under its control and has designated a Privacy Officer who is accountable to Senior Management for the Society's compliance with this Privacy Policy. Our Privacy Policy Officer is Lynda Baker who can be reached by calling 604-931-2008 ext. 105 or by emailing at lyndabaker@telus.net. If you wish to make a formal complaint about our privacy practices, you may make it in writing to our Privacy Policy Officer. S/he will acknowledge receipt of your complaint, ensure that it is investigated promptly and that you are provided with a formal decision and reasons in writing.

For more general inquires, the Information and Privacy Commissioner of Canada oversees the administration of the privacy legislation in the private sector. The Commissioner also acts as a kind of ombudsman for privacy disputes. The Information and Privacy Commissioner can be reached at:

Federal Privacy Commissioner

Toll-free: 1-800-282-1376

e-mail: info@privcom.gc.ca

www.privcom.gc.ca

B.C. Privacy Commissioner

Toll Free: 1-800-663-7867

www.oipcbc.org

A copy of this Privacy Policy (and any future updates) can be obtained from our Web site at

www.pomoartscentre.bc.ca