

Central Cariboo Arts and Culture Society

GENERAL PRIVACY POLICY

The Directors recognize and value the right of individuals to privacy and wish to ensure that the Society uses and discloses personal information in a way that upholds this right without compromising the CCACS's needs appropriately to use such information for organizational purposes and to fulfill its mandate.

1. General

- 1.1 The CCACS complies with the BC *Personal Information Protection Act*.
- 1.2 The Board of Directors is responsible for ensuring compliance with the Act. The Executive Director is responsible for advising the Board on compliance with the Act.
- 1.3 This policy is to be made available to the public by a posting on the CCACS website.

2. The Scope of the Policy

- 2.1 This policy applies to all administrative and operational functions of the Society.
- 2.2 The privacy of information collected and used via the CCACS website is governed by the separate Privacy Policy for www.centralcaribooarts.com.

3. Collection, Use and Storage of Personal Information

- 3.1 From time to time the Society may request personal information (for example, e-mail and postal addresses, indications of areas of interest, statements about willingness to undertake various tasks etc.) from directors, donors, volunteers, community members and others.
- 3.2 The Society may use these data for making formal notifications of meetings, sending information about events, registering people for events, requesting donations, thanking people for donations or in-kind contributions, recruiting volunteer assistance and other purposes which can reasonably be deemed necessary for the organization's operations.
- 3.3 These personal data are kept in the Society's files and routine access to them is available only to the President, a director responsible for a program which uses such data, the Executive Director and the Administrator of the Central Cariboo Arts Centre.

4. Retention of Personal Information

- 4.1 Personal information collected under the provisions of clause 3 may be kept for as long as the Directors consider it useful for the Society's purposes.
- 4.2 Notwithstanding clause 4.1, a request from someone who wishes their personal information removed from the Society's files will be promptly complied with.
- 4.3 Notwithstanding clause 4.1, personal information collected as part of registration for an event is destroyed after one year.

5. Complaints

- 5.1 A complaint received with respect to privacy concerns must be forwarded to both the President and the Executive Director. Within 30 days of receiving the complaint the

President will assign a Director who is uninvolved with the complaint to conduct a thorough investigation into the matter and report his or her findings to the Board.

5.2 If the complaint is found to be valid, the Board will decide what action is appropriate and must inform the complainant of its decision.

5.4 A complainant who is dissatisfied with the Board's decision will be advised to seek a remedy under section 10 of the *Personal Information Protection Act*.

6. Review

This policy is to be reviewed and reaffirmed or changed annually at the May meeting of Directors.

Adopted on 2015.12.08. Reviewed and reaffirmed 2016.05.10.

Central Cariboo Arts and Culture Society

Privacy Policy for centralcaribooarts.com

This website is owned by the Central Cariboo Arts & Culture Society (“CCACS”). CCACS recognizes its obligation to clients, the community and to online visitors to adhere to the highest standards of decency, fairness and integrity in all operations. As such, the CCACS has a Privacy Policy to address these concerns.

CCACS respects the privacy and personal information of its online visitors and recognizes that many website visitors are concerned about the information they provide. CCACS does not collect personally identifiable information from individuals through the website unless this information is provided voluntarily and knowingly; CCACS does not require this information for visitors to obtain access. However, in order to take advantage of some of the offers and services online through CCACS website, individuals may need to provide personal information, including demographic, geographic and contact details.

With registration to receive services or make purchases available through this website, CCACS will use this supplied information to forward the services/products requested. If you agree to be contacted by CCACS through mail and/or email, CCACS may contact you from time to time to:

- send you information pertaining to the product(s) and/or service(s) you purchased;
- inform you of special promotional offers, special events or upcoming exhibitions; and
- inquire about your satisfaction and needs with regards to CCACS’s products, services etc.

On all of the forms collecting contact information, you will be asked if you would like to receive updates from CCACS. CCACS will not use the information internally for other purposes and will not share it with anyone outside of CCACS. We will not use your email address for any purpose other than responding to the message you have sent, unless we have your permission. CCACS prohibits promoting this website using unsolicited messages by CCACS or any other parties.

Cookies

CCACS may use "cookie" technology to obtain non-personal information from its online visitors. Cookies are information files that your web browser places on your computer when you visit a website. Most browsers accept cookies automatically, but can be configured not to accept them or to indicate when a cookie is being sent. CCACS does not extract personal information in this process nor do we provide this information to third parties. Cookies allow us to customize your user interface to speed up the navigation process and to make the website experience more efficient. If your browser is configured to reject cookies, you may not be able to use some of the features of CCACS website.

Links

CCACS's website may contain links to other websites. We make every effort to only link to websites that share our high standards of decency, fairness, and integrity and strive to ensure that these links are acceptable, but the privacy and data collection practices on any linked website are entirely separate from CCACS and are not covered by this Privacy Policy. Other websites may

also link to CCACS website without our knowledge or consent. CCACS has no responsibility for the content, policies or actions of these websites.

Security

CCACS has taken steps to make all information received from our online visitors as secure as possible against unauthorized access and use. Personal information provided by visitors is kept in CCACS's secure database. However, please keep in mind that no data transmission over the Internet is 100% secure and any information disclosed online can potentially be collected and used by parties other than the intended recipient.

Changes and Updates to the Privacy Policy

CCACS's website content and features may be updated, revised, modified and supplemented. CCACS reserves the right to change the information, features, products, policies, promotions, disclosures, and disclaimers at any time. Any changes to this Privacy Policy will be posted on CCACS website. Please check back periodically to review the changes. The continued use of CCACS website following the posting of changes to this Privacy Policy confirms your acceptance of these changes.

Adopted by the Board on 2013.02.12. Reviewed and reaffirmed 2013.05.14; 2014.05.13; 2015.06.09; 2016.05.10.