



PRIVACY POLICY

Spiritus Chamber Choir (SCC) is committed to respecting the personal information of all SCC patrons, members, volunteers, staff, board of directors, web-users and other stakeholders. In order to protect the privacy of our patrons, members and supporters, SCC has the following policies:

1. Defining Personal Information

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual.

Exceptions: business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

2. Collection of Information

- a. SCC collects personal information (such as address or ticket history) only from ticket-buyers, members, donors and others who have actively shown or are likely to show an interest in the organization.
- b. Individuals will be informed about the purposes for which their information will be used.
- c. Composite tallies of website page views, search terms, and other traffic information useful for improving the design and content of our site. This composite information does not identify individual website users.

3. Storage of Information

- a. Personal information is stored in our database(s) and in hard copy files. Only authorized SCC personnel have access to this information.
- b. Personal information that is no longer required to fulfill the stated purpose will be destroyed or made anonymous.
- c. Personal information will be removed upon request through an automatic option on electronic communication or through contacting the organization by phone.

4. Use of Information

SCC uses personal information to better serve our patrons and to expand our community. Primarily, this includes:

- a. Mailings (by post or electronic) and phone calls to provide information about tickets, memberships and donations
- b. Mailings (by post or electronic) and phone calls to thank supporters and issue tax receipts
- c. Mailings (by post or electronic) and phone calls to invite members and supporters to special events
- d. Mailings (by post or electronic) and phone calls to sell subscriptions, tickets and solicit donations

SCC is committed to using personal information in a respectful and useful way. Patrons, members and supporters will receive information that we believe will be in their interest. SCC will also commit itself to making sure patrons, members and donors do not receive more than a reasonable number of messages, letters or phone calls.

If an individual requests that their personal information not be used for one of these purposes as noted above, or for any other purpose, that request will be honoured. The individual's account will be updated accordingly.

5. Disclosure of Information

SCC never discloses the personal information of subscribers or donors to any third party.

6. Contact Information

Questions or comments regarding this policy, or the administration of the Privacy Act at SCC may be directed to:

Spiritus Chamber Choir
403-246-6968
<mailto:contact@spirituschamberchoir.ca>