



## **PRIVACY POLICY**

*Version and Effective Date of this Policy: Effective: January 01, 2004. Version: 1.0*

We respect the privacy of our Members and are committed to protecting it. This privacy policy explains our policies and practices regarding Member Information, including why we collect it, how we use it, how we safeguard it, and how Members can access their information.

### *About ACT-CO:*

The Association of Community Theatres - Central Ontario (ACT-CO) is a regional not-for-profit organization dedicated to supporting community theatre in Central Ontario. Membership is comprised of Community Theatre Groups and some individual, life or honorary members.

### *Type of Member Information We Collect and Use:*

1. General Information: The information in this section may be published, listed on the website or given out as public information. The information collected is: Group Name and Address; Box Office Phone Number; General Phone Number; Website; Email.
2. Private Information: The information in this section is only used within ACT-CO to record Main Contact, Recipients of the Newsletter, or Individual Membership information. These people receive all mailings (e.g. Workshops, Festival, AGM, etc.) and a copy of the Action Newsletter. The information collected is: Name, Position, Address, Phone Number, Fax Number, Email.

### *Why We Collect, and How We Use Member Information:*

Member Information is used solely for business relating to ACT-CO and members groups. We do not share, sell or rent Member Information to third parties. Member Information is used to establish our membership list, to distribute our Newsletter, to distribute notices of meetings, etc.

### *How We Collect Member Information:*

We collect Member Information directly from our member groups or individual members. We do not collect any personally identifiable information from visitors to our website.

### *Links to other Websites:*

Our website contains links to other websites. We are not responsible for the privacy policy, content, or data handling practices of other websites.

### *Privacy Officer:*

The Board as the Privacy Officer has designated the ACT-CO Membership Coordinator.

### *Access to and Correction of Your Personal Information:*

You may access your information for correction purposes by emailing [actcomembership@actco.ca](mailto:actcomembership@actco.ca). Our website address is <http://www.actco.ca/>