

Defining Personal Information

Personal Information is any information that can be used to identify or contact a specific individual. This may include facts or opinions about, or related to, that individual. Some examples are: financial transaction histories, photographs, voiceprints or fingerprints, and video or audio footage where an individual appears or is heard.

Business contact information or publicly published information including name, title, business address, and phone number that may be found in directories, are not considered Personal Information.

This definition is a brief summarization of the information found in the *Privacy Act* and the *Personal Information Protection and Electronic Documents Act* (PIPEDA).

Our Commitment

Guelph Little Theatre, a community membership organization operated by a volunteer Board of Directors, is committed to protecting the private information of its patrons, clients, volunteers, members and other stakeholders. Personal Information obtained by Guelph Little Theatre is kept in confidence and only for the time that it is necessary to conduct the business of the theatre.

Only authorized Guelph Little Theatre Board of Directors and members will have access to this information. We ensure that the information collected is not disclosed or shared except to achieve the purpose for which it was gathered, theatre participation and patronage.

Patron Information

All information collected through the day-to-day box office activities of Guelph Little Theatre is subject to the privacy policy of our ticketing service provider. Notwithstanding, Guelph Little Theatre does not use ticket order information for any purpose other than facilitating attendance at the theatre and, where the patron has given express consent, to receive theatre-to-patron eNewsletters.

Volunteer and Member Information

As a community organization, which depends on volunteer and member involvement, Personal Information is collected for the purposes of contacting and tracking volunteerism within the theatre.

Only authorized Board of Director members have access to the membership list, which is retained for legal purposes and held only for the current year. Membership is required annually and, as a result, the membership list is expunged at the end of the fiscal year.

Members are entitled to information about the theatre and, when given consent, will receive occasional notification of events and eNewsletters by email. Any sharing of Personal Information is done only with the express consent of the volunteer or member at the time of membership.



Client Information

Guelph Little Theatre collects Personal Information, provided by clients in a rental agreement, under the authority of the Municipal Act for the purposes of Theatre-to-Client communication. This information is used specifically to provide the Renter with relevant and timely information and materials about the confirmed or possible event and, where the client has given their express consent, to receive Theatre-to-Client eNewsletters.

Website

The Guelph Little Theatre website occasionally includes photos or videos of individuals. These are uploaded with the express consent of the members and volunteers involved.

The website may also include links to other sites not under the control of Guelph Little Theatre. Any information provided to those sites is governed by their own privacy policies. Guelph Little Theatre is not responsible for the privacy practices or content of those sites.

Financial Information

Guelph Little Theatre will protect all financial information provided by members, patrons, sponsors, clients, donors and volunteers. Credit information and numbers used during a transaction are not retained.

Contact and Questions

Questions pertaining to the collection, use and disclosure of Personal Information in general or your personal concerns may be addressed to GLT's President at president@guelphlittletheatre.com

This document adheres to the requirements as set out by the Office of the Privacy Commissioner of Canada.