

Overview

This policy sets out how FRINGE THEATRE collects, uses and stores personal information in accordance with the legislative framework governing privacy.

FRINGE THEATRE collects personal information from our employees and independent contractors to pay their fees, wages, or salaries as well as our patrons and donors.

To comply with our obligations at law, FRINGE THEATRE must ensure that our employees, agents and authorized persons take all reasonable steps to protect the confidentiality of personal information. We must protect personal information from risks such as inappropriate collection, use, disclosure, storage or destruction.

This Policy applies to all personal information and records of personal information that:

1. FRINGE THEATRE has collected, used, stored, or destroyed, in the course of its commercial activities before and after this Policy was created.
2. FRINGE THEATRE has written, photographed, recorded, or stored in any manner, on any storage medium.

FRINGE THEATRE understands the importance of keeping personal information confidential. We are committed to protecting the confidentiality of personal information and to upholding certain confidentiality obligations, under this Policy and at law.

Regulations

1. FRINGE THEATRE will designate and train one or more individuals to be responsible for ensuring that FRINGE THEATRE complies with the governing legislation. (*Personal Information Protection Act*)
2. For the purpose of this Policy Personal Information includes information about an identifiable individual.
3. FRINGE THEATRE will only collect personal information about patrons, individual donors, employees and independent contractors when that individual consents to the collection of the personal information. Consent may be given in writing or orally.
4. FRINGE THEATRE will collect personal information without consent only as authorized and required by law as set out in the governing legislation.
5. FRINGE THEATRE will only use personal information collected from our patrons and individual donors to:
 - a. inform them about our theatre operations, donation opportunities, and upcoming special events;

- b. process credit card payments, and provide receipts, for services they have enjoyed or donations they have made to FRINGE THEATRE;
 - c. invoice remittances that they owe to FRINGE THEATRE;
 - d. compile certain statistics and provide these statistics to our funders; and
 - e. other requirements as the law so requires.
6. FRINGE THEATRE will only use personal information collected from our employees and independent contractors to:
 - a. pay their fees, wages, or salaries;
 - b. maintain a current employee and contractor contact directory; and
 - c. other requirements as the law so requires.
7. FRINGE THEATRE will only collect, use, or disclose personal information:
 - a. with the knowledge of consent of the individual, or
 - b. without the knowledge or consent of the individual where the law requires or permits us to do so.
8. FRINGE THEATRE will not disclose personal information for purposes other than those for which it was collected, except with the individual's knowledge and consent.
9. FRINGE THEATRE will, wherever possible, obtain express written consent to the collection, use, and disclosure of personal information although oral consent is also acceptable.
10. FRINGE THEATRE will, wherever possible, collect personal information directly from the individual who is the subject of that information.
11. An individual may withdraw their consent at any time with reasonable notice, subject to any legal or contractual restrictions. When FRINGE THEATRE receives a withdrawal of consent, we must:
 - a. inform the individual that if they wish to withdraw, FRINGE THEATRE will no longer offer the services in question to them; and
 - b. terminate the services offered to the individual if they confirm their wish to withdraw.
12. FRINGE THEATRE will retain files containing personal information for a period of no longer than three years after the individual's relationship with FRINGE THEATRE has terminated.
13. FRINGE THEATRE will shred personal information that we no longer require, or otherwise destroy it in a way that safeguards the confidentiality of the information.

14. When releasing personal information to an individual, FRINGE THEATRE must include:
 - a. The source of the information;
 - b. A complete record of how FRINGE THEATRE has used the information, and the information we have used in each case; and
 - c. A complete record of the parties to whom FRINGE THEATRE has disclosed the information, and the information we have disclosed in each case.
15. When transferring personal information to a third party, FRINGE THEATRE must ensure (through a contractual guarantee or otherwise) that the third party will put protections in place that comparable to, or better than, our own protections.
16. FRINGE THEATRE will take reasonable steps to protect collected personal information against loss, theft, and unauthorized access, disclosure, copying, use, or modification.
17. FRINGE THEATRE will promptly notify the appropriate authority and individuals should FRINGE THEATRE experience any loss of or unauthorized access to or disclosure of personal information.
18. FRINGE THEATRE must respond promptly to all individuals who:
 - a. request access or amendment to their personal information;
 - b. challenge the accuracy or completeness of their personal information; or
 - c. who expresses concern with the manner in which FRINGE THEATRE, its employees, or its agents are collecting, using, storing, disclosing, or destroying their personal information.

FRINGE THEATRE will keep a complete record of all such requests, challenges, and concerns, including our response and the reasons for our response.

19. FRINGE THEATRE will ensure that all of its employees and agents follow and regularly review this Policy.