

ICHTHYS Theatre Productions

Privacy Policy

Privacy Policy

ICHTHYS Theatre Productions is committed to protecting the privacy of our members, non-member participants, employees, volunteers and donors. We are also committed to openness about how we collect, use and disclose the personal information we collect or maintain.

This Privacy Policy describes how ICHTHYS collects, uses and discloses personal information we may collect and explains how you can contact us with questions or if you want to change or delete any personal information that ICHTHYS may be holding about you or your child or ward.

What information do we gather about you?

As a not for profit corporation, ICHTHYS collects certain personal information in order to maintain a register of members and directors as required by statute. We also collect other information from members and non-member participants, to help us conduct activities and events effectively and safely.

Personal information

We gather personal information that you voluntarily provide to us when you or your child or ward joins ICHTHYS or participates in ICHTHYS events. From time to time, we may also acquire photographs and video or audio recordings of you or your child or ward taking part in ICHTHYS activities.

This information may include:

- Name
- Address
- Telephone number(s)

- Email address
- Age
- Gender
- Information on medical conditions, allergies and medications
- Physical description (to facilitate casting and costuming)
- Skills and educational background
- Employment history
- Volunteer experience
- Proof of identity (such as a signature)
- Personal references
- Police checks
- Photographic, audio or video images and likenesses

ICHTHYS may also collect financial information (such as banking information on personal schedules and credit card information) from members, donors and purchasers of ICHTHYS tickets or merchandise.

For the purpose of this Policy, “personal information” means information about, and images of, an identifiable individual, but does not include the name, title, business address or business telephone number of an employee of an organization.

Use of personal likenesses in photographs, audio recordings or video images

ICHTHYS may also acquire likenesses in the form

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of photographs, audio recordings or video images of members and participants engaged in our activities. From time to time, to build enthusiasm and spirit within our theatre company and to promote our shows and activities, we will display in public or post to www.ichthystheatre.ca or to social networking websites, such photographs, images or recordings.

In such cases, we will take the following additional precautions:

- We will not disclose individuals' names, locations, dates or other identifying attributes
- We will only share such materials with specific individuals recorded in our "friends and members list" who are well known to us and with whom we routinely meet and interact in the real world, such as cast, crew, directors, volunteers. This generally will not include sponsors, media representatives, past ticket buyers or other more general contacts
- We will use tools and controls available on these sites to restrict these friends and members from referring their own friends and contacts to our content
- We will use security features and access controls available on the social networking websites so that our posted content can only be downloaded by ICHTHYS's designated poster / author / content owner.

You may request that we remove from any such site any photograph, image or recording in which you or your child or ward are recognizable by contacting privacy@ichthystheatre.ca

Web browser "cookies"

When you visit our website (www.ichthystheatre.ca), ICHTHYS stores certain information automatically by placing a text file called a "cookie" in the browser directory of your computer's hard drive. The cookie cannot be read

by any website other than the one that set up the cookie. If you choose to modify your browser to disable cookies, some pages of our website may not function properly.

ICHTHYS will only collect and store the following information about your visit to our website:

- The date and time of your visit
- The internet domain from which you accessed our site
- The pages within the ICHTHYS site that you visit
- The address of any other website from which you clicked a link to land on the ICHTHYS site
- The type of browser and operating system you used to access our site

ICHTHYS uses this information to make the site more useful to our members and visitors and to evaluate site traffic among the different ICHTHYS web pages.

Linked websites operated by third parties are beyond our control.

Operators of linked websites may also collect your personal information (including information generated through the use of cookies) when you link to their websites. ICHTHYS is not responsible for how such third parties collect, use or disclose your personal information, so it is important to familiarize yourself with their privacy policies before providing them with your personal information.

Your knowledge and consent is required

ICHTHYS collects personal information about you or, if applicable, your child or ward only when you

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voluntarily provide it. Typically, we will seek consent for the use or disclosure of such personal information at the time of collection. In certain circumstances, consent may be sought after the information has been collected but before use (for example, when we want to use information for a purpose not previously identified).

We keep a record of members' history with the organization, including participation in ICHTHYS activities and events. By joining ICHTHYS, you acknowledge that we may keep this record and consent to such retention, so that if your membership becomes inactive and you later decide to rejoin, ICHTHYS will still have your previous membership history on file. We will not use this information for any other purpose except with your consent.

The form of consent that we seek, including whether it is express or implied, will depend on the sensitivity of the personal information and the reasonable expectations for privacy of the individual in the circumstances. When you fill out an ICHTHYS form, for instance, you imply that we may use that information only for the purposes for which the form was completed.

You may withdraw consent at any time, subject to legal restrictions (such as information kept to protect ICHTHYS from liability) and reasonable notice. If you wish to withdraw your consent, please email privacy@ichthystheatre.ca. We will inform you of the implications of withdrawing consent as appropriate.

ICHTHYS does not require as a condition of participation that you consent to the collection, use or disclosure of information beyond that required to fulfill the explicitly specified and legitimate purposes for which the information is being requested.

How you give your consent for us to collect and keep personal information

You are consenting to the collection, use and disclosure of your personal information (as defined below and subject to the terms and conditions described below) and, if applicable, the personal information of your child or ward:

- By registering as a member of ICHTHYS and paying the appropriate fee
- By filling out forms or otherwise providing information, either about yourself or on behalf of your child or ward
- By personally participating or by permitting your child or ward to participate in our events
- By signing a photo / audio / video release form for yourself or on behalf of your child or ward
- By using our website

Collection, use or disclosure of personal information for minors

ICHTHYS may periodically contact our young members directly to ask for their ideas, opinions, and feedback and to provide information about upcoming events. If you do not wish for us to contact your child or ward, you may withhold permission or retract it at any time. If you wish to retract permission please contact privacy@ichthystheatre.ca

ICHTHYS will not disclose personal information of minors without the consent of a parent or guardian, except where required by law.

How we use your personal information

ICHTHYS uses your personal information to facilitate communication between ICHTHYS and our members, volunteers and participants through

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mailings, newsletters, announcements of upcoming events and opportunities, and in connection with fundraising requests. ICHTHYS uses your information about skills, employment and volunteer history in order to best employ your talents in the service of our organization. ICHTHYS uses health information to help ensure the proper response to any health situation that may arise during our activities or events. ICHTHYS uses financial information only in order to complete a given merchandise or member dues transaction.

ICHTHYS maintains a database of member information which we use to record current contact information, emergency contact information, membership status and a history of your participation in ICHTHYS. Only ICHTHYS staff and members with a legitimate need to access this information have access to the database. You may access your records upon request to check for accuracy. Please see the section below on correcting and updating your information for further details on how to correct any errors in your file.

Our statutory duty concerning information about members and directors

ICHTHYS is a not-for-profit corporation and so is required by statute to keep the names and addresses for current and former members and directors on file for ten years. Also, although membership is open to all ages, only members having attained the age of majority (eighteen years) may vote during meetings of the corporation. Consequently, we are also required to keep an accurate record of members' ages.

When may we use or disclose your personal information?

Unsolicited email

ICHTHYS may periodically email you messages about upcoming auditions, shows or other events that we think may be of interest to you. You can instruct us to remove you from the recipient list for

future messages by following the "unsubscribe" instructions located near the bottom of each email.

We will not share, sell, rent, swap or authorize any third party to use your email address without your permission. Please contact us at privacy@ichthystheatre.ca if you feel you have received an email from us in error.

Sharing personal information with third parties

ICHTHYS may share personal information with third parties we engage to help us deliver services to members or to carry out one or more of the purposes described above. These service providers are prohibited from using such personal information for any purpose other than to provide this assistance and are required to protect personal information disclosed by ICHTHYS and to comply with the general privacy principles described in this Privacy Policy.

ICHTHYS reserves the right to disclose personal information to a third party if a law, regulation, search warrant, subpoena or court order legally requires or authorizes us to do so.

ICHTHYS does not disclose personal information to individuals, organizations or corporations outside of ICHTHYS at any other time or for any other reason, except with the consent of the individual member or non-member participant, or of the parent or guardian of a member or participant who is a minor, as required or authorized by law.

Compliance with legal process

We may disclose personal information if we are required to do so by law or if we in good faith believe that such action is necessary to:

- Protect the personal safety or property of our members, participants, volunteers, website users or the public

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- Comply with the law or with legal process
- Protect against misuse or unauthorized use of our Web sites
- Protect and defend our rights and property

Among other things, this means that if you provide false information or pose as someone else, we may disclose information about you as part of any investigation into your actions.

How do we protect your personal information?

ICHTHYS makes all reasonable efforts to ensure that personal information collected from you is protected against loss and unauthorized access. This protection applies in relation to information stored in both electronic and hard copy form. Access to your personal information is restricted to selected members and employees. In addition, ICHTHYS employs generally accepted information security techniques, such as firewall's, access control procedures and cryptography, to protect personal information against loss and unauthorized access.

Retention of personal information

ICHTHYS retains your personal information for as long as necessary to fulfill the purposes for which it was collected. In some cases, it is necessary for ICHTHYS to retain personal information for longer, in order to protect ICHTHYS from liability in the event of a dispute. Unless you explicitly withdraw your consent, we will retain your name and membership history beyond the end of your active membership, so that we may archive your participation in the organization and retain this information for you should you decide to return at a later date. Any other personal information will be redacted or destroyed upon your membership becoming inactive, or earlier if the information is no longer relevant to the purpose for which it was collected.

Correcting or updating your information

You can help us maintain the accuracy of your personal information, or the personal information of your child or ward, by notifying us of any changes to this information. You may contact ICHTHYS to request access to, or to correct or update, your personal information

Contacting Us

If you have questions about ICHTHYS's Privacy Policy or if you have reason to believe that ICHTHYS may have failed to adhere to this Privacy Policy, you may contact president@ichthystheatre.ca

Changes to this Privacy Policy

ICHTHYS reserves the right to modify this Privacy Policy at anytime. The Privacy Policy posted on the ICHTHYS website (www.ichthystheatre.ca) shall be deemed to be the Privacy Policy in effect. A current copy of the Privacy Policy can be obtained at any time on line or by contacting president@ichthystheatre.ca.