

# Privacy Policy of Good Noise Vancouver Gospel Choir Society

(Referred to as "The Society" in this document.)

The Society is committed to protecting the privacy and security of personal information held about its patrons. Assurance is provided to everyone who does business with the Society that it complies with BC's Privacy Act, and Canada's Anti-Spam Legislation. This policy explains the Society's collection, use, disclosure, and safeguarding of personal information.

## **COLLECTION OF INFORMATION**

The Society collects personal information only from:

- Attendees (directly or through the venue box offices and ticketing agencies)
- Donors
- Members
- Volunteers
- Others who have shown an interest in the Society

This information is collected by a variety of methods: mail, email, online, or in person.

Contact information from Ticket Order Forms may be used to send email-based information about Good Noise Vancouver Gospel Choir. This information is retained for such use only when the consent of the individual is granted in the space provided on the form.

The Society collects personal and credit card information through a third-party payment processing service (such as Paypal) when patrons purchase tickets or CD's on-line. Contact information from the order forms is used to get in touch with the patron when necessary. Financial information that is collected is used solely for the payment purposes for which it is being provided.

#### **USE OF INFORMATION**

The Society uses personal information to better serve patrons and to expand its community of support. This includes using the information:

- To deliver services to provide information about tickets, events, membership and donations
- To thank supporters, fulfill subscriber and donor benefits and issue tax receipts
- To invite supporters to special events
- To sell subscriptions, tickets and solicit donations
- For service phone calls and e-mails
- For audit purposes

The Society is committed to using personal information in a respectful and useful way. The Society is also committed to making sure patrons do not receive more than a reasonable number of emails, letters or phone calls.

## DISCLOSURE OF INFORMATION

The Society treats its obligations with respect to the use and disclosure of personal information very seriously. Personal information will only used or disclosed for the primary purpose for which it was collected, or for a purpose related to the primary purpose that you would reasonably expect it to be used. The Society will not sell, rent or share your personal information.

## STORAGE OF INFORMATION

Personal information is stored in the Society's database(s) on a secure server and in hard copy files. Only authorized Society personnel have access to this information. The Society uses personal information to better serve patrons and to expand its community of support.

#### CHANGES TO THIS POLICY

From time to time, patron information may be used for new, unanticipated purposes not previously disclosed in the Society's privacy notice. If information practices change at some time in the future, such policy changes will be posted to this Website to notify you of these changes and provide you with the ability to opt out of these new uses. If you are concerned about how your information is used, please check back to this Website periodically.

## **ACCOUNTABILITY**

The Society does its best to ensure that all information is recorded accurately. If you notice any errors in correspondence received from the Society or if your personal information changes, please have your file updated by contacting: <a href="mailto:info@goodnoisevgc.com">info@goodnoisevgc.com</a>.

If you do not wish to be contacted by phone, mail or email, please contact the Society so that your wishes can be recorded to ensure that your request is honoured.

If you have any questions about the Society's privacy policy or concerns about the way that your information is being used, please direct any inquiries to <a href="mailto:info@goodnoisevgc.com">info@goodnoisevgc.com</a> or in writing at the address below.

#### **CONTACT INFORMATION**

Mailing address: PO Box 62060 #147 – 4255 Arbutus Street Vancouver, BC V6J 1Z1

E-mail: info@goodnoisevgc.com