



Privacy Policy for The Port Theatre Society

Approved April 2004 by The Port Theatre Board of Directors

The Port Theatre is committed to respecting the personal information of all the theatre's patrons, members, volunteers, staff, board of directors, web-users and other stakeholders. In order to protect the privacy of our patrons, members and supporters, the theatre has the following policies:

Defining Personal Information

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Exceptions: business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

Collection of Information

The theatre collects personal information (such as address or ticket history) only from ticket-buyers, members, donors and others who have actively shown or are likely to show an interest in the organization.

Individuals will be informed about the purposes for which their information will be used.

Composite tallies of our website pages view search terms, and other traffic information useful for improving the design and content of our site. This composite information does not identify individual website users.

Storage of Information

Personal information is stored in our database(s) and in hard copy files. Only authorized theatre personnel have access to this information. Personal information that is no longer required to fulfill the stated purpose will be destroyed or made anonymous.

Use of Information

The theatre uses personal information to better serve our patrons and to expand our community. Primarily, this includes:

- Mailings (by post or electronic) and phone calls to provide information about tickets
- Memberships and donations
- To thank supporters and issue tax receipts
- To invite members and supporters to special events
- To sell subscriptions, tickets and solicit donations



The theatre is committed to using personal information in a respectful and useful way. Patrons, members and supporters will receive information that we believe will be in their interest. The theatre will also commit itself to making sure patrons, members and donors do not receive more than a reasonable number of letters or phone calls.

If an individual requests that their personal information not be used for one of these purposes as noted above, or for any other purpose, that request will be honoured. The individual's account will be updated accordingly.

Disclosure of Information

The theatre never discloses the personal information of subscribers or donors to any third party. Occasionally, we offer the mail-lists to our rental clients. The list would comprise of their previous single ticket buyers for promotions of their upcoming events. This offer only happens in-house or our mailing service organization. The contracted third party must comply with strict data privacy standards, including rules and guidelines of federal privacy legislation, and is required to destroy the information supplied after one use.

Contact Information

Questions or comments regarding this policy, or the administration of the *Privacy Act* at the Port Theatre may be directed to:

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