

# Women's Musical Club of Toronto Privacy Policy

*Adopted January 24, 2008; updated September 15, 2011*

The Women's Musical Club of Toronto (WMCT) is committed to safeguarding the personal information entrusted to it. This policy outlines the principles the WMCT follows in protecting members' and ticket purchasers' personal information.

This policy applies to the WMCT and anyone authorized to act on its behalf.

A paper copy of this policy will be provided on request. In addition, the full text of the policy is available online at [www.wmct.on.ca](http://www.wmct.on.ca).

## **What is personal information?**

Personal information means information about an identifiable individual. This includes information such as your name, home address and phone number, e-mail address, credit card number, and membership and ticket purchaser information.

## **What personal information does the WMCT collect?**

The WMCT collects only the personal information that we need for the purposes of providing services to its members and ticket purchasers, including personal information needed to:

- Process a request and payment for tickets and membership
- Deliver tickets
- Keep the WMCT membership lists up to date
- Inform you of and provide you with membership benefits such as WMCT concert reviews and notices of interest
- Receive and record donations

The WMCT usually collects member information directly from members and ticket purchasers. It may collect member information from other persons with your consent or as authorized by law.

The WMCT informs members and ticket purchasers, before or at the time of collecting personal information, of the purposes for which it is collecting the information. The only time the WMCT does not provide this notification is when individuals volunteer information for an obvious purpose. For example, if you send the WMCT a letter or an email with your name, address, and telephone number to request information.

## **Consent**

The WMCT asks for members' consent to collect, use, or disclose your personal information.

The WMCT asks for members' express consent for some purposes. For example, the WMCT shares its mailing list with the Women's Musical Club of Toronto Foundation only with members' express consent.

The WMCT may assume your consent in cases where you volunteer information for an obvious purpose.

Any member or other person may withdraw consent for the use and/or disclosure of personal information at any time, unless the personal information is necessary for the WMCT to fulfill its legal obligations. The WMCT will respect members' and ticket purchasers' decisions, but it may not be able to provide you with certain services if it does not have the necessary personnel.

## **How does the WMCT use and disclose personal information?**

The WMCT uses and discloses members' and ticket purchasers' personal information only for the purposes for which the information was collected, except as authorized or required by law. For example, the WMCT uses member contact information to deliver tickets or membership benefits.

The WMCT shares membership lists with the consent of members only with the Women's Musical Club of Toronto Foundation.

If the WMCT wishes to use or disclose its members' personal information for any new purpose in the future, it will ask for members' consent for that new purpose.

### **How does the WMCT safeguard personal information?**

The WMCT makes every reasonable effort to ensure that members' and ticket purchasers' information is accurate and complete. It relies on members to notify the WMCT if there is a change to your personal information. If a member is aware of an error in the WMCT's information about you, you are asked to let the WMCT know and it will correct it on request wherever possible.

The WMCT protects personal information in a manner appropriate to the sensitivity of the information. It makes reasonable efforts to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal, destruction, theft, and loss of any individual's personal information.

The WMCT uses appropriate security measures when destroying personal information, including shredding paper records and permanently deleting electronic records.

The WMCT retains personal information only so long as is reasonable to fulfill the purposes for which the information was collected or for legal or business purposes.

### **Access to records containing personal information**

You may access your records that contain personal information about you, subject to some exceptions. For example, the WMCT might refuse to provide access to its records that contain personal information about another individual or confidential business information. It might withhold that information and provide you with the remainder of the document.

If the WMCT refuses a request, it will provide the reasons for the refusal.

You may make a request for access to your personal information by writing to the WMCT's secretary-treasurer at the address below. You must provide sufficient information in your request to allow the WMCT to identify the information you are seeking.

You may also request information about the WMCT's use of your personal information and any disclosure of that information to persons outside the WMCT.

As well, you may request a correction of an error or omission in your personal information.

The WMCT will respond to your request within 30 calendar days

### **Questions**

If you have a question or concern about any collection, use or disclosure of personal information by the WMCT, or about a request for access to your own personal information, please contact:

Secretary-Treasurer  
Women's Musical Club of Toronto  
56 The Esplanade Suite 203A  
Toronto ON M5E 1A7