



Privacy Policy

The Prince Edward County Arts Council (County Arts) is committed to protecting your privacy and the confidentiality of your personal information. We value your trust and recognize that maintaining this trust requires that we be open and accountable in our collection, use and disclosure of your personal information. Please note that this Policy does not apply to the practices of companies that we do not own or control, or to individuals that we do not employ or manage.

1.0 Personal Information

Personal information means information that identifies you as an individual. It includes information that you provide to County Arts or that County Arts collects from other sources with your permission. For example, personal information includes your name, address, age, and financial information. Personal information also includes information with respect to an individual's status as a County Arts donor and the amount(s) an individual has donated or plans to donate.

2.0 Collection, Use and Disclosure of Personal Information

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The personal information we collect about you depends on the nature of our relationship with you. When County Arts collects personal information directly from you, County Arts identifies the purposes for which it is collected at or before the time of collection.

County Arts uses and discloses personal information with your permission. Permission may be expressed orally or in writing, or may be implied, and collected orally, electronically, or in writing.

The purposes for which County Arts may collect, use and disclose personal information include: database maintenance, fundraising, administration of donations and membership subscriptions, providing information about the activities of County Arts, and compliance with legal and regulatory requirements.

2.2 Limit of Use, Disclosure and Retention of Personal Information

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with consent or as required by law. Personal information will be retained only as long as necessary for the fulfillment of those purposes. County Arts does not trade, rent or sell any personal information to third parties.

2.3 Limiting or Withdrawing Your Consent

In general, you can choose not to provide us with some or all of your personal information. You can also withdraw your consent to our use of your personal information provided you give us written notice, and there are no regulatory or legal requirements for the use of your personal information.

3.0 Use of Websites and Online Collection of Personal Information

3.1 Use of websites

By accessing and using the County Arts websites (Art in the County, Arts Trail, County Arts, PEC Studio Tour, and The Maker's Hand), you acknowledge that you have read, understood, and agree to be bound by the terms of this Agreement. Visitors to the County Arts websites are not required to disclose personal information as a condition of using said website. When a visitor uses the County Arts websites, data about such use is stored on third party servers. This data may include the name of the visitor's internet service provider, the website used to link to the County Arts websites, the websites that were visited from the County Arts websites and the visitor's IP address. County Arts may use such data to administer the websites more effectively, and to gather broad demographic information about what countries and domains visitors come from and their behaviour on the County Arts websites.

3.2 Online Payments and Registrations

County Arts websites contain links to online forms managed by third party services that allow visitors to register for or renew membership and make donations (Keela, Paypal), purchase artwork (Square), and register for courses and events (Regfox). The personal information provided on these forms is used to process membership registration and donations and manage course and event registration. Please see section 4.0 for more information on our use of third party service providers.

3.2 Links to other websites

Our websites contain links to other resources that are not owned or controlled by us. Please be aware that we are not responsible for the privacy practices of such other resources or

third parties. We encourage you to be aware when you leave our websites and to read the privacy statements of each and every resource that may collect personal information.

3.3 Canadian Anti-Spam Legislation

You may limit or opt-out of future contact from County Arts. Electronic communications from County Arts and the County Arts websites will provide information on how to limit or opt-out of future contact from County Arts. You may unsubscribe at any time to email communications by clicking the “unsubscribe” link at the bottom of all emails sent via County Arts email lists. [Click here](#) to learn more about security practices at Mailchimp, the third party platform used to manage County Arts email lists. In addition, to request to be added or removed from County Arts mailing lists, you may email info@countyarts.ca or call 613-476-8767.

4.0 Safeguarding Personal Information

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County Arts collects and stores personal information in accordance with this Policy and the applicable legislation.

Our employees, board members, and volunteers are responsible for maintaining the confidentiality of personal information to which they have access. We keep our employees, board members, and volunteers informed about our policies and procedures for protecting personal information, and reinforce the importance of complying with them. During their tenure with County Arts, employees, board members, and volunteers are also required to conform to these policies and procedures.

All personal information stored in our computer database is protected with a level of security appropriate to the sensitivity of the personal information and the need for the employee, board member or volunteer to have access. We endeavour to maintain adequate physical, procedural and electronic security with respect to our offices and information storage facilities so as to prevent unauthorized access, use, or disclosure of your personal information.

However, no data transmission over the Internet or wireless network can be guaranteed. Therefore, while we strive to protect your Personal Information, you acknowledge that (i) there are security and privacy limitations of the Internet which are beyond our control; (ii) the security, integrity, and privacy of any and all information and data exchanged between you and the Website and Services cannot be guaranteed; and (iii) any such information and data may be viewed or tampered with in transit by a third party, despite best efforts.

4.2 Third Party Service Providers

Where County Arts chooses to retain a third party service provider to conduct activities on County Arts' behalf (including, but not limited to, fundraising, database creation and processing services), the selection of such third party service provider is made with a view to professionalism and the protection of personal information. County Arts takes all reasonable precautions to ensure that third party service providers are compliant with applicable privacy legislation and with our policies in order to protect personal information. While we are not responsible for the privacy practices of third parties, we encourage you to visit the following hyperlinks to learn more about the privacy and data security practices of [Keela](#), [Paypal](#), and [Regfox](#).

4.3 Data breach

In the event we become aware that the security of County Arts websites have been compromised or users' personal Information has been disclosed to unrelated third parties as a result of external activity, including, but not limited to, security attacks or fraud, we reserve the right to take reasonably appropriate measures, including, but not limited to, investigation and reporting, as well as notification to and cooperation with law enforcement authorities. In the event of a data breach, we will make reasonable efforts to notify affected individuals if we believe that there is a reasonable risk of harm to the user as a result of the breach or if notice is otherwise required by law. When we do, we will send you an email.

5.0 Accuracy of Personal Information

We are committed to maintaining the accuracy of your personal information for as long as it is being used for the purposes we have identified. To help keep your personal information up-to-date, we encourage you to notify us of any changes. Notification of changes to your address and telephone number will help us provide you with the best possible service. If, upon review of your personal information, you discover any inaccuracies, please contact us. If appropriate, we will make the proper changes and provide you with a copy of the correct information, upon request.

6.0 Retention of Your Personal Information

We only keep your personal information for as long as we need it in order to meet the purposes for which it was collected. The length of time we retain your personal information varies, depending on the nature of your relationship with us and any regulatory or legal requirements we may be required to meet. We have policies in place that govern the destruction of the personal information we hold.

7.0 Transparency Regarding Privacy Practices and Personal Information

County Arts' Privacy Policy is available on all its websites. Individuals may contact County Arts to request a print version of this Policy.

We take our responsibility to respect and protect your personal information seriously. If you have any questions about this Privacy Policy or our privacy practices, or if you would like to review your personal information, please contact County Arts' Executive Director:

Name: Janna Smith

Address: 206 Main Street, Unit 2J, Picton, ON, K0K 2T0

Phone: 613-476-8767

Email: janna@countyarts.ca