

Out On Screen Privacy Policy

INTRODUCTION

The Vancouver Out On Screen Film and Video Society is a membership-based organization. This means that we must collect personal information from those people who want to become members. We also collect personal information from friends of the organization, including newsletter subscribers, volunteers, Lottery/raffle participants and others. Finally, as a registered charity, we are required by Canada Customs and Revenue Agency to collect personal information from donors.

WHAT INFORMATION DO WE COLLECT?

Since its founding in 1989, Out On Screen has been collecting personal information from members, friends of the organization and donors. This information may include, but is not limited to, your name, address, phone number[s], e-mail address[es], connection to Out On Screen and donation history, if any. If you participate in any of our programs, we may have additional information on your relationship with Out On Screen.

You may provide information to us by becoming a newsletter subscriber via an online submission, e-mail or a sign-up sheet at an event. You may participate in a raffle and provide us with information by submitting a Lottery/raffle entry. Finally, you may provide information to us by making a donation via telephone, post, e-mail, online or a sign-up sheet at an event.

HOW DO WE USE YOUR INFORMATION?

We use your information to contact you for a variety of purposes that may include, but are not limited to:

- sending our newsletter and other informational mailings either by post or e-mail
- sending legally required notices such as tax receipts and notices of annual general and special meetings .
- advising you of upcoming events.
- soliciting donations.

WHERE DO WE KEEP YOUR INFORMATION?

Your personal information is stored in a secure database. Only authorized personnel have access to this information.

Financial transactions, such as donations and purchases, are kept in secure storage for the minimum amount of time required through accounting principles and then are destroyed.

Out On Screen does not share or sell our lists of members, friends or donors.

ACCURACY OF INFORMATION

We do our best to ensure that all your personal information is recorded accurately. If you find errors or inaccuracies in our contacts with you or if your personal information changes, please contact us at 604.844.1615. You can also contact us via e-mail at privacy@outonscreen.com or by post at 405-207 West Hastings Street, Vancouver BC, V6B 1H7.

CONCERNS

If you do not want to be contacted by Out On Screen, please advise us and we will make every effort to ensure that your request is honoured.

If you have any questions about Out On Screen's privacy policy or any concerns about the way your personal information is being used, please contact Out On Screen's Director of Development at 604.844.1615, via e-mail at privacy@outonscreen.com or by post at 405-207 West Hastings Street, Vancouver BC, V6B 1H7.

APPROVED BY THE BOARD OF DIRECTORS, NOVEMBER 2004