

North and South Saanich Agricultural Society Privacy Policy

The North and South Saanich Agricultural Society (“the Society”) is committed to protecting the privacy and security of any personal information collected. Our purpose is to assure anyone who does business with us that the Society complies with BC's *Personal Information and Privacy Act* (PIPA) and Canada's Anti-Spam Legislation. This policy explains how we collect, use, disclose and safeguard personal information.

DEFINITION OF PERSONAL INFORMATION

Personal information is any information that is identifiable to you as an individual. This may include, but is not limited to, your name, gender, age, date of birth, language of correspondence, mailing address, telephone number, fax number, email address, and membership in an organization. Personal information does not include publicly available information about you in your capacity as an employee of an organization such as your name, job title, work mailing address, work email address, work fax number, or work telephone number.

COLLECTION OF INFORMATION

The Society only collects personal information from people associated with the society, which includes:

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

This information is collected by a variety of methods: phone, fax, mail, email, social media, online, or in-person.

USE OF INFORMATION

The Society uses personal information to better serve people associated with the society and to expand our 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 tickets and solicit donations
- For service phone calls and emails
- 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 people associated with the society do not receive more than a reasonable number of emails, letters, or phone calls.

RETENTION OF PERSONAL INFORMATION

The Society will retain personal information of people associated with the society only as long as necessary to fulfill the identified purposes or a legal or business purpose. The Society will destroy,

erase or make anonymous any personal information as soon as it is no longer required for a legal or business purpose.

CONSENT

The Society will obtain consent to collect, use or disclose personal information (except where, as noted below, we are authorized to do so without consent).

Consent can be provided orally, in writing, electronically, through an authorized representative or it can be implied where the purpose for collecting, using or disclosing the personal information would be considered obvious and the person associated with the society voluntarily provides personal information for that purpose.

Consent may also be implied where a person associated with the society is given notice and a reasonable opportunity to opt-out of their personal information being used for mail-outs (including electronic mailouts), marketing, fundraising and the person associated with the society does not opt-out.

Subject to certain exceptions (e.g., the personal information is necessary to provide the service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), people associated with the society can withhold or withdraw their consent for the Society to use their personal information in certain ways. A person associated with the society's decision to withhold or withdraw their consent to certain uses of personal information may restrict our ability to provide a particular service, event or product. If so, we will explain the situation to assist the person associated with the society in making the decision.

The Society may collect, use or disclose personal information without the knowledge or consent of people associated with the society in the following limited circumstances:

- When the collection, use or disclosure of personal information is permitted or required by law
- In an emergency that threatens an individual's life, health, or personal security
- When the personal information is available from a public source (e.g., a telephone directory)
- When we require legal advice from a lawyer
- For the purposes of collecting a debt
- To protect ourselves from fraud
- To investigate an anticipated breach of an agreement or a contravention of law

DISCLOSURE OF INFORMATION

The Society treats its obligations with respect to the use and disclosure of personal information very seriously. Generally, we will only use or disclose personal information for the primary purpose that 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 our 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 people associated with the society and to expand our community of support.

ONLINE PRIVACY

The Society is committed to protecting the privacy of those who use our website. The Society does not collect any personal information about individuals browsing our website.

However, the Society may collect statistical information through a log file which indicates number, length, and frequency of page visits, external links redirecting users to our website, and which browser, operating system, and type of device (mobile or desktop) was used to access our website. This information is analyzed to help us develop content that responds to the interests of our website visitors.

The Society's website uses Google Analytics to track usage of our website for reporting and evaluation purposes. Google Analytics uses first-party cookies to report on user interactions on Google Analytics customers' websites. These cookies are used to store non-personally identifiable information. Browsers do not share first-party cookies across domains. For further information on the privacy policy concerning Google Analytics, please see [Privacy Policy – Privacy & Terms – Google](#).

ACCOUNTABILITY

The Society does its best to ensure that all information is recorded accurately—if you notice any errors in our correspondence with you or if your personal information changes, please contact us at (250) 652-3314 or officeadmin@saanichfair.ca to update your file.

The Society will regularly review and update our security policies and controls as technology changes to help ensure ongoing personal information security.

QUESTIONS AND COMPLAINTS

If you have any questions about the Society's privacy policy or concerns about the way that your information is being used, please contact us.

The Information and Privacy Officer, Office Administrator of the Society (or in this person's absence, a member of the Bylaw Committee) is responsible for ensuring the Society is in compliance with this policy and the Personal Information Protection Act.

Members, visitors and people associated with Society should direct any complaints or questions regarding the Society's Privacy Policy compliance in writing to the Privacy Officer. If the Privacy Officer is unable to resolve the concern, the member, person associated with the Society may also write to the Information and Privacy Commissioner of British Columbia.

