

# **MISSISSIPPI MUDDS OF CARLETON PLACE**

## **PRIVACY POLICY**

Approved by the Board of Directors on Tuesday, June 15, 2004. The Board of Directors will review this policy annually

### **OUR PRIVACY POLICY**

The Mississippi Mudds of Carleton Place is committed to respecting the personal information of all the Mudds' patrons, members, donors, volunteers, staff, board of directors, web-users and other stakeholders. In order to protect the privacy of our patrons, members and supporters, the Mudds 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**

1. The Mudds 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.
2. Individuals will be informed about the purpose for which their information will be used.

### **STORAGE OF INFORMATION**

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

### **USE OF INFORMATION**

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

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

The Mudds is committed to use personal information in a respectful and useful way. Patrons, members and supporters will receive information that we believe will be in their interest. The Mudds 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 Mudds never discloses the personal information of subscribers or donors to any third party. The Mudds does not sell, trade or rent personal information to other organizations or individuals.

#### **CONTACT INFORMATION**

Questions or comments regarding this policy, or the administration of privacy legislation at the Mudds may be directed to:

\_\_\_\_\_, Privacy Officer  
Mississippi Mudds of Carleton Place  
P.O. Box 224  
Carleton Place, Ontario K7C 3P3

or

[mississippimudds.ca/aboutus.html](http://mississippimudds.ca/aboutus.html)