

**Resolved that:** Section 33:0 in respect of the Theatre Centre's privacy policy be amended to read as follows:

### **33.0 Privacy**

33.01 The Theatre Centre complies with applicable federal and provincial legislation respecting the ticket purchaser's right to privacy. We will not sell, trade, share or disseminate a ticket purchaser's personal information except with the purchaser's consent, and for purposes that have been fully disclosed. The Theatre Centre's privacy policy will appear on its website as stated below.

33.02 The Theatre Centre will publish its official privacy policy on its website as follows:

The Sault Community Theatre Centre respects your right to privacy and is committed to safeguarding the information you provide to us. Your personal information may only be used with your consent and for the purposes for which it was collected. "Personal information" includes, but is not limited to, name, address, telephone number, e-mail address and payment information. If you have any questions about your personal information and how it is managed by us, please contact the Box Office.

Through our website [www.saulttctc@shaw.ca](http://www.saulttctc@shaw.ca) we partner with [www.tixhub.com](http://www.tixhub.com) to sell tickets.

#### Collection of Information

In order to make a commercial transaction (e.g., purchase tickets to a show) or to subscribe to a newsletter you may be required to register and provide personal information. Your personal information may also be used to inform you if the event you purchased ticket(s) for is cancelled or postponed, in which case you will be advised of your options. Such personal information may be shared with the producer of your ticketed event but is not shared or sold to other third parties without notifying you and obtaining your consent.

The Sault Community Theatre Centre may act as a sales agent for a third-party presenter, producer or venue. In such cases, your purchase of tickets through our web site or telephone ordering system, or in person at the box office, constitutes your consent for the sharing of your personal information with the third-party presenter, producer or venue, which may use your personal information in accordance with its own privacy policies.

### Communication Lists

Sault Community Theatre Centre may provide you with a free email e-newsletter only if you have voluntarily provided the Sault Community Theatre Centre with your contact information. Sault Community Theatre Centre's e-mail newsletter may be sent periodically with special offers, updated information and new services. Any e-mails sent through Sault Community Theatre Centre's e-mail newsletter, or other electronic correspondence sent to you by Sault Community Theatre Centre, will always offer you the option to be removed from the e-mail mailing list.

### Remove Information

If you wish to be removed from the email mailing list, follow the unsubscribe instructions or contact us at [saultctc@shaw.ca](mailto:saultctc@shaw.ca).

### Modify or Remove Information

If you wish to modify information that you provided to the Sault Community Theatre Centre, please contact us at [saultctc@shaw.ca](mailto:saultctc@shaw.ca). If you wish to be removed from the email mailing list, follow the unsubscribe instructions in the email, or contact us at [saultctc@shaw.ca](mailto:saultctc@shaw.ca).

### Online Transactions

An Email address is required when making a purchase online in order to complete the transaction. Email addresses provided to our official site [www.saultctc@shaw.ca](http://www.saultctc@shaw.ca) (including [www.tixhub.com](http://www.tixhub.com)) are used to send you a confirmation of your transaction, pre-show reminders and event cancellation or re-scheduling.

### Financial information

Sault Community Theatre Centre will protect any personal financial information that you share with us. If you purchase tickets for any of our productions through our website [www.saultctc.ca](http://www.saultctc.ca) (that includes [www.tixhub.com](http://www.tixhub.com)), we will use your credit card number only to process your payment and will not use it for marketing purposes. For reasons of security, credit card information is not stored on our web server. We will retain order information for our records, but this information is never shared with third parties. Any

web page on our site that requests credit card information is encrypted for your protection.

### Links

Our site may include links to other web sites whose privacy policies we do not control. Once you leave our servers (you can check where you are by checking the URL in the location bar on your browser), use of any information you provide is governed by the privacy policy of the operator of the site you are visiting. That policy may differ from ours. If you cannot find the privacy policy of any of these sites via a link from the site's homepage, you should contact the site directly for more information. Sault Community Theatre Centre is not responsible for the privacy practices or the content of such other web sites.

### Cookies

Certain applications on our internet sites invoke a standard feature found in browser software called a "cookie." We use cookies only to track the progress of e-commerce transactions and to allow site users to move from one page to the next without having to re-enter personal order information. We do not use cookies to track user sessions and we do not use or share information transferred through cookies with third parties for marketing or other purposes.