Privacy Policy for Langford & Sidney Tuneless Choir

Compliant with the British Columbia Personal Information Protection Act (PIPA)

1.Purpose of This Policy
Langford & Sidney Tuneless Choir ("the Choir") is committed to protecting the privacy of its members, participants, volunteers, donors, and website visitors. This Privacy Policy explains how we collect, use, disclose, and safeguard personal information in accordance with the **BC Personal Information Protection Act (PIPA)**.

2. Definition of Personal Information
"Personal information" includes any information that can identify an individual, such as:

- Name, home address or phone number, email address, emergency contact information, payment details
- Photographs, audio, or video recordings in which an individual can be identified

Business contact information (e.g., someone's work phone number or business email) is **not** considered personal information under PIPA.

3. What Personal Information We Collect
The Langford & Sidney Tuneless Choir collects only the information reasonably necessary to operate effectively. This may include:

- Registration information for choir participation
- Contact information for communication and scheduling
- Payment and donation information
- Photos, videos, or audio recordings of rehearsals or performances (with consent)

4. How We Use Personal Information
We use personal information for purposes consistent with the operation of a community choir, including:

- Managing membership and participation
- Communicating rehearsal times, events, updates, and administrative information
- Processing payments or donations
- Coordinating performances and events
- Creating promotional materials (with appropriate consent)
- Meeting legal and regulatory requirements

We will not use personal information for purposes unrelated to choir operations without obtaining consent.

5. Consent
We collect, use, and disclose personal information only with **consent**, which may be:

- **Express** (e.g., signed forms, checked boxes, written agreement)
- **Implied** (information voluntarily provided for a stated purpose)

Individuals may withdraw consent at any time, subject to legal or practical limitations. Withdrawal of consent may affect a person's ability to participate in some Choir activities.

6. Disclosure of Personal Information
The Choir does **not** sell, rent, or trade personal information.
We may disclose personal information:

- To volunteers, facilitators, or contractors who need the information to support choir operations
- To third-party service providers (e.g. payment processors, email services)
- To comply with legal or regulatory obligations

Any third party receiving personal information must protect it in accordance with PIPA.

7. Photo, Video, and Audio Consent
The Langford & Sidney Tuneless Choir may capture photos, video, or audio recordings of rehearsals and performances for internal, archival, or promotional purposes. Identifiable media may be used on:

- The choir's website, social media pages, and in choir emails
- Printed or digital promotional materials

Only individuals who have given consent will appear in identifiable promotional content.
Members may opt out at any time, except where individuals appear incidentally in large-group settings.

8. Security and Storage of Personal Information
We take reasonable steps to protect personal information from loss, unauthorized access, copying, modification, or disclosure.
Measures may include:

- Password-protected digital records
- Limited access to personal information
- Secure payment handling
- Locked or secure storage for paper records

We retain information only as long as necessary for choir operations or as required by law. When no longer needed, information is securely destroyed.

9. Access and Correction Rights
Under PIPA, individuals have the right to:

- Request access to their personal information
- Request corrections to inaccurate information
- Ask how their information has been used or disclosed

Requests may be made to the Tuneless Choir's designated Privacy Contact: Sharon Marnell

10. Website and Online Data (If Applicable)
If the choir's website uses cookies or analytics tools, these are used solely to improve user experience and site performance.

11. Changes to This Policy
This Privacy Policy may be updated periodically. Updates will be posted or communicated to members. Continued participation in choir activities indicates acceptance of the updated policy.