



Pembroke Community Choir - Privacy Policy

Personal Information – Members, Director, and Accompanist

Collection and Use

The PCC requires members to give contact information, specifically name, address, telephone number, and email address. All communication from the PCC is by email. The PCC maintains two distinct email lists. The first is of current members, which is only used to communicate choir business. If a member declines to give an email address, he or she must rely on other members for information, as email is the PCC's sole method of communication. The second is of current and former members for advertising purposes, usually for musical events in the area. Anyone may request that their email be removed from the second list at any time; we include unsubscribe instructions at the bottom of each email.

Access

Personal information is stored in our membership database, which is updated by the Registrar at each session. The full database is accessible only by the Board and Music Director. Contact information for each section is given to each Section Rep for purposes of taking attendance, arranging extra sectionals, and other such notices. Personal information that is not publicly available will not be shared with anyone else without the person's consent. The PCC does not sell, lend, or exchange any member or donor contact information with any other organization.

Retention

Contact information is stored indefinitely so that the PCC may contact former members for special events such as anniversary banquets.

Concert Programmes

PCC members' names will be listed in concert programmes, unless a member specifically requests that his/her name not be included. The names, photos and biographies of our conductor, instrumentalists, and soloists may also be included in the programme.

Website, Social Media and Photographs

All concert programmes are published forever on the website. In order to preserve choir history, we routinely take pictures of choir members and concert attendees during rehearsals, performances, and other outings. Unless a person specifically requests otherwise, these may be posted on our website and on social media such as our Facebook pages, and individuals may be identified by name in them.

Donors

We collect contact information (name and address) from our donors in order to comply with CRA regulations for tax receipts, to thank them for their support, and to ask them to support our work. The PCC will publish the names of patrons in our concert programmes and on our website if they give us permission to do so on the donation form.

Concerns

Concerns with the policy and/or requests to change, update, or remove any information or photos from our records, website or social media should be directed to the current Registrar/Webmaster. This policy is updated from time to time.