

## **Dekker Centre for the Performing Arts**

**Policy Type: Governance and Operational**

**Subject: *Privacy and Confidentiality***

**Date Adopted: March 7, 2013**

**Monitoring: Ongoing by Board and GM**

- In the course of Board meetings or during the daily work routine at the Dekker Centre, Board members and staff may gain access to personal information about Board members, employees, patrons, donors, sponsors, renters and volunteers.
  - This information is confidential and shall be discussed internally only or as needed in carrying out duties as a Board member or Dekker Centre employee.
  - Details of agreements and contracts are confidential
- Individual information shall be kept in a secure password-protected database, accessible only to authorized Dekker Centre personnel.
- Information provided via internet shall be through a secure, encrypted connection with a recognized telecommunications carrier.
- The Dekker Centre shall not rent, sell or trade mailing lists or emails of any patron or donor information.

Note: Information available publicly such a directory listing of name, address, e-mail address and telephone number is not considered to be personal information.