



Privacy Policy

PURPOSE

Arts AccessAbility Network Manitoba (AANM) collects personally identifiable information.

The policy is designed to:

1. Define personally identifiable Information.
2. Protect all personally identifiable information provided AANM

PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information (PII) is any data that can be used to identify a specific individual. For example, Social Security numbers, mailing address and telephone numbers.

DATA COLLECTION AND USE

1. Personally identifiable information is only collected when knowingly provided by the individual.
2. The information will be only used for the purposes identified.
3. The information remains strictly confidential.
4. The information will not be shared, sold or rented to other individuals or organizations under any circumstances.

INFORMATION REQUESTS

If a request is made to obtain personally identifiable information about a AANM employee, volunteer or participant, the Executive Directory may:

1. Contact the individual and ask if the information can be provided.
2. Provide that information if permission is given.



CONFIDENTIALITY BREACH

In the case where someone's personally identifiable information is released without their permission:

1. They will be informed in writing by the Executive Director.
2. The case should be reviewed to identify the causes or shortcomings that lead to the breach.
3. The case should be reviewed with the AANM staff and volunteers involved in order to prevent other breaches.