



Privacy Policy

WHO DOES THIS PRIVACY POLICY APPLY TO?

Salt Spring National Art Prize Society (“SSNAPS”) elevates visual art by sharing it, educating the public about it, and celebrating it. In the course of our operations, we collect, use and disclose personal information in the context of a variety of different relationships. This Privacy Policy applies to the following relationships: website visitors; jurors; event participants; event visitors; program participants, customers; donors; and volunteers. Depending on an individual’s relationship with us, the specific personal information that we collect, use and disclose and the related purposes vary. We provide further detail below.

THE PURPOSE OUR PRIVACY POLICY

This Privacy Policy is to let you know how SSNAPS respects your privacy.

PRIVACY COMPLIANCE

All of our privacy related practices have been designed to comply with or exceed applicable privacy legislation, specifically, the British Columbia *Personal Information Protection Act*, also known as PIPA.

WHAT IS PERSONAL INFORMATION?

Personal information is information about an identifiable individual. It includes such things as your name, address, age, date of birth, gender, as well as your opinions, preferences and purchase patterns but does not include business contact information.

HOW DO WE COLLECT PERSONAL INFORMATION?

Generally, we collect personal information about you directly from you or those who act on your behalf. Sometimes we collect personal information by recording how you interact with us, for examples, by way of using Google Analytics, in connection with our website or by way of videos filmed at our events. Occasionally, we collect personal information about you from other sources, if we have obtained your consent to do so or if the law permits such collection.

WHAT PERSONAL INFORMATION DO WE COLLECT, USE AND DISCLOSE AND WHY?

We limit the personal information that we collect about you to that which is necessary for our purposes as outlined in this Privacy Policy. Further, we also only use and disclose your personal information for those purposes. If your personal information is collected for a reason other than as outlined in this Privacy Policy or if a new purpose arises, we will seek your further consent.

Depending on an individual's relationship with us, the specific personal information that we collect, use and disclose and the related purposes varies. For further detail in the context of each different type of relationship, please see the following:

- Website visitors
- Jurors
- SSNAP applicants
- SSNAP finalists and award winners
- Event visitors and participants
- Donors
- Volunteers
- Customers
- SSNAP Board members

You may have more than one type of relationship with us. For example, you may be both a volunteer and a donor, or a donor and a finalist artist. Be sure to review all the relationships that apply to you.

WHAT WE WON'T DO WITH YOUR PERSONAL INFORMATION

We do not sell or rent your personal information.

WHAT WE DO TO PROTECT PRIVACY

We are responsible for the personal information within our control. We have established policies and procedures, specifically designed to protect personal information from theft, loss, unauthorized use, disclosure, copying, modification or disposal. Once we no longer need your personal information for our purposes, we securely destroy it. We educate those working with us about these policies and procedures and monitor compliance.

WHAT WE DO TO ENSURE OUR SERVICE PROVIDERS PROTECT PRIVACY

From time to time, we may engage third-party service providers to assist us with our purposes. We require all of our third-party service providers to protect your privacy, however if your personal information is out of the country, such as for example by way of a cloud computing provider, we note that it is subject to the laws of that country and may be subject to disclosure to the governments, courts or law enforcement or regulatory agencies of such country.

HELP US KEEP YOUR PERSONAL INFORMATION UP TO DATE

We rely on you to let us know of any changes to your personal information that may be relevant to your relationship with us. For example, please let us know of any changes to your contact or other

information. This way we can keep our records accurate and up to date, which helps us to protect your privacy.

YOUR CONTROL OVER YOUR OWN PERSONAL INFORMATION

When you or someone you have authorized provides us with your personal information, you are consenting to our collection, use and disclosure of that personal information for the purposes outlined in this Privacy Policy. In many circumstances, particularly when the personal information is extra sensitive, we also employ other methods to further ensure consent, such as just-in-time notifications.

You can change your consent preferences or withdraw your consent for the collection, use and disclosure of any or all of your personal information at any time (see contact information below and in connection with our website, you can disable cookies). It is important to note however that when you change or withdraw your consent, it will not have a retroactive effect; it may have implications to you and it will not affect the collection, use and disclosure of personal information where such collection, use and disclosure is permitted or required by law without consent.

You may, subject to a few limited legal exceptions, access your personal information. If any inaccuracies are noted, you can request that we correct those inaccuracies.

CONTACT US

We are committed to providing you with understandable and easily available information about our privacy policies and procedures. We encourage you to contact us with any questions you might have. You can reach us as follows:

- By email at: info@saltspringartprize.ca
- Or send us a letter to:
The Salt Spring National Art Prize Society
202 150 Fulford Ganges Road
P.O. Box 387
Ganges Salt Spring Island BC V8K 2W1

CONTACTING THE PRIVACY COMMISSIONER

We encourage you to let us try and resolve any privacy concerns that you may have. However, you also have the right to complain about any violation of your privacy rights to the Office of the Information and Privacy Commissioner of British Columbia, who can be reached at:

Mailing address

Office of the Information and Privacy Commissioner for British Columbia
PO Box 9038 Stn. Prov. Govt.
Victoria B.C. V8W 9A4

Telephone (250) 3875629

PRIVACY POLICY UPDATES

We may update this Privacy Policy from time to time and encourage you to refer back to it regularly. This Privacy Policy is current as of the “last revised” date which appears at the bottom.

THANK YOU FOR READING OUR PRIVACY POLICY!

WEBSITE VISITORS

Below we outline the types of personal information that we collect, use and disclose about our website visitors and the related purposes.

Personal Information. Examples of personal information that SSNAPS collects about our website visitors are as follows:

- When you view our website your internet protocol (IP) address, your browser type and the date and time of your visit are automatically logged. IP addresses are unique numbers assigned by internet service providers to all devices used to access the Internet. The IP address on its own does not identify you and while we generally do not try to link it with other data, it is possible.
- We also employ digital markers. A digital marker is a small file placed on your computer. A “cookie” is an example of a digital marker. Our digital markers allow us to recognize a previous visitor to our website. They also allow us to track what information is viewed, for how long, the sequence and other information.
- We have a number of features on our website. For example, you can send us an email. Our features change from time to time as we make improvements to our website. Depending on which feature you use, we collect a variety of additional personal information, such as for example, your name, phone number, email address and any comments you wish to make.

Purposes. The personal information about our website visitors that we collect, use and disclose, is for the purposes listed below:

- Conducting web analytics, including monitoring website use, traffic patterns and other aspects, so that we can work at improving your on-line experience.
- In the context of the use of any website feature, to fulfill the purpose of that feature and also to understand better who is using our features, so that we can target improvements.
- Evaluating, planning, administering and managing SSNAPS operations.
- Other purposes required or permitted by law.

You may have more than one type of relationship with us. Be sure to review all the relationships that apply to you.

JURORS

Below we outline the types of personal information that we collect, use and disclose about our Jurors and the related purposes for that collection.

Personal Information. Examples of personal information that SSNAPS collects about its Jurors are as follows:

- When you agree to serve as a Juror, we ask for your full name, affiliation (if applicable), e-mail address, telephone number, website URL (if applicable) and a short bio
- If you ask SSNAPS to manage flight and accommodation bookings, we require a home address
- We may also ask for information on your recent artistic activities

Purposes. The personal information about SSNAP Jurors that we collect, use and disclose (in part),* is for the purposes listed below:

- Communicating with you on your role as a Jury member
- Communicating with you on the logistics of travelling to Salt Spring Island
- Providing you with electronic dossiers on the artistic images and artists statement for each SSNAP applicant for the purpose of the assessment and ranking of submissions
- Providing you with a full electronic dossier, including biographical information, on all SSNAP finalists
- Corresponding with you for the purposes of evaluation of the Jury process and the overall SSNAP experience
- Sharing information with you on future SSNAP events
- Letting those involved with SSNAP and the public generally know about you as a juror, including for example publication, on the SSNAP website and in the SSNAP catalogue of your name, affiliation and a short bio
- Other purposes required or permitted by law.

*SSNAP does not disclose to the public the e-mail addresses and telephone numbers of Jurors.

SSNAP APPLICANTS

Personal Information. Examples of personal information that SSNAPS collects about applicants are as follows:

- Your name, e-mail address, website URL (if applicable), postal address, and telephone number(s)
- Financial information (e.g. credit card numbers) for the purposes of processing financial transactions involving the SSNAPS
- Basic demographic information, e.g. age and sex

Purposes. The personal information about SSNAP applicants that we collect and use is for the purposes listed below:

- Maintaining an inventory of current and past SSNAP applicants
- Analyzing the geographical and demographic distribution of SSNAP applicants in each Prize cycle and assessing the impact of SSNAP's outreach activities
- Communicating with you regarding current and future SSNAP events, finalists, award winners
- Sharing with you information on artistic activities and recognitions of current and previous SSNAP finalists

- Issuing announcements regarding the various SSNAP program activities and events
- Evaluating, planning, administering and managing the SSNAPS operations
- Processing financial transactions - registration fees, art sales and commissions, shipping costs
- Other purposes required or permitted by law.

FINALISTS AND AWARD WINNERS

Personal Information. Examples of personal information that SSNAPS collects about finalists and award winners is as follows:

- In addition to the personal information collected for all SSNAP applicants (as outlined separately), we will request information on your current artistic activities and recognitions in the future
- Postal or delivery address

Purposes. The personal information about finalists and award winners that we collect, use and disclose, is for the purposes listed below:

- Maintaining and publishing on the SSNAPS website an inventory of current and past SSNAP finalists and award winners
- Promotion of your artistic work and recognitions following SSNAP
- Contributing to public education on contemporary Canadian art
- Return shipping of artwork, if unsold, following SSNAP exhibitions
- Arrange transfer of award/prize, as appropriate
- Other purposes required or permitted by law.

EVENT VISITORS AND PARTICIPANTS

Personal Information. Examples of personal information that SSNAPS may collect about event visitors and participants are as follows:

- Your name and e-mail address
- Information on whether your home base is Salt Spring Island or off-island

Purposes. The personal information about event visitors and participants that we collect, use and disclose,* is for the purposes listed below:

- To monitor that multi-entry tickets are used by the purchaser only
- To monitor adherence to the one-ballot, one-person rule for the “Peoples’ Choice” and “Viewers’ Choice” awards
- To issue announcements regarding the various SSNAP program activities and events
- To evaluate, and managing the SSNAPS operations, in particular its outreach off-island
- Other purposes required or permitted by law.

*SSNAP does not disclose to the public the e-mail address or name of event visitors and participants; information on the home base of visitors is used only in aggregate.

DONORS

Personal Information. Examples of personal information that SSNAPS collects about donors are as follows:

- Name, postal address, e-mail, and telephone number
- A photo and short bio or statement on your interest in SSNAP

Purposes. The personal information about donors that we collect and use is for the purposes listed below:

- To share with you announcements regarding the various SSNAP program activities and events
- To allow SSNAPS to maintain its relationship with you through special donor events and ongoing communications
- With your permission, publication of information on major donors to SSNAP

VOLUNTEERS

Personal Information. Examples of personal information that SSNAPS collects about volunteers are as follows:

- Name, e-mail and telephone number
- Availability for assisting with SSNAP events
- Screening information as appropriate to the position

Purposes. The personal information about volunteers that we collect and use, is for the purposes listed below:

- Maintaining connections with volunteers for participating in SSNAP activities, e.g. staffing the exhibition and assisting with events
- Providing you with announcements regarding SSNAP program activities and events
- Ensuring the volunteer is appropriate for the position
- Other purposes required or permitted by law.

CUSTOMERS

Personal Information. Examples of personal information that SSNAPS collects about customers are as follows:

- Name, e-mail and postal (or delivery) address
- Financial information (e.g. credit card numbers)

Purposes. The personal information about customers that we collect, use and disclose, is for the purposes listed below:

- For processing financial transactions involving the sale of artwork
- For shipping information regarding purchased artwork
- Communicating with you regarding current and future SSNAP events, finalists, award winners
- Sharing with you information on artistic activities and recognitions of current and previous SSNAP finalists
- Other purposes required or permitted by law.

SSNAPS BOARD MEMBERS

Personal Information. Examples of personal information that SSNAPS collects about Board members are as follows:

- Full name, postal address, e-mail address, telephone number, occupation, and date of birth
- Screening information as appropriate to the position

Purposes. The personal information about Board members that we collect, use and disclose (in part),* is for the purposes listed below.

- Publishing the names of Board members on the SSNAP website
- Maintaining an inventory of current and past Members
- For compliance with the BC Societies Act
- For compliance with CRA requirements (occupation and date of birth)*
- Other purposes required or permitted by law.

*SSNAPS keeps confidential and secure personal information on occupation and date of birth.