

# **Manitoba Crafts Museum and Library**

## **PRIVACY POLICY**

The Manitoba Crafts Museum and Library (MCML) is a non-profit organization driven by members “to collect, preserve and promote historical and contemporary crafts within the cultural mosaic of Manitoba”. Drawing on its strong history, the Manitoba Crafts Museum and Library increases community appreciation of craft and the role of craft in society, through exhibits, museum programs, outreach activities and library resources.

In compliance with *The Personal Information Protection and Electronic Documents Act* (PIPEDA), MCML upholds the commitment that has been made to the privacy of our members and visitors by ensuring our accountability to you with respect to personal information.

1. Personal information is collected for the following purposes: maintaining a membership database, including donor information with our collections and catalogue records, administering employee records, fundraising, event registration, providing MCML services to visitors, and for managing our volunteer program.
2. Members are listed in a membership directory maintained in-house by the MCML. The directory listing includes member names, address, phone number, and email address that are collected directly from you. You will be asked specifically to consent when your personal information is collected, used, or disclosed in any way. This membership directory is not shared with any other organization, and the mailing list is not sold to any other parties.
3. Personal information collected for other purposes is treated in a similar way to the membership information.

4. MCML does not retain any banking or credit card information on file, except as required for credit card transactions.

5. MCML takes all reasonable precautions to ensure that your personal information is kept safe from loss, unauthorized access, modification or disclosure for any purposes other than MCML's.

6. If you have any questions or concerns, or if you wish to access your personal information, please write to our privacy officer at:

**Attn: Privacy Officer**

Manitoba Crafts Museum and Library

1B-183 Kennedy Street

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Fax: (204) 487-6117

Email: [mcml1@mts.net](mailto:mcml1@mts.net)

The Manitoba Crafts Museum and Library shall review this policy on a regular basis, at least once every three (3) years.

Signed: \_\_\_\_\_, President

Signed: \_\_\_\_\_, Curator

Date: