

MusiCounts Privacy Policy

Our Commitment

MusiCounts, Canada's music education charity associated with The Canadian Academy of Recording Arts and Sciences is committed to protecting the privacy and personal information of its members, employees, donors and other stakeholders. We value the trust of those we deal with, and the manner in which we collect, use, disclose and manage your personal information is outlined in our privacy policy.

MusiCounts frequently gathers and uses personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of, or other dealing, with this information is subject to consent. Our privacy practices are based on and adhere to the privacy principles set out in the federal government's Personal Information Protection and Electronic Documents Act (PIPEDA).

We recommend that you review our privacy policy in its entirety and revisit it periodically, as it may change from time to time.

Defining Personal Information

In this policy, personal information is any information that can be used to distinguish, identify or contact a specific individual, including name, home address, home phone and fax numbers, email address, birth date, age, proof of age, and credit card information. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

Privacy Practices

Personal information gathered by MusiCounts is kept in confidence. MusiCounts' staff is authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. MusiCounts also takes measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed. MusiCounts does not rent, sell or trade our mailing lists or disclose your personal information to third parties for these purposes, or allow database information to be manipulated or directly used by any other company. MusiCounts routinely offers individuals we deal with the opportunity to opt not to have their information shared for purposes beyond those for which it was explicitly collected. MusiCounts will only use your personal information for the original purpose that it was collected, and any new use of that information is subject to your consent.

Accuracy and Access

MusiCounts makes every reasonable effort to keep your personal information as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used. You can help us maintain the accuracy of your personal information by notifying us when your address, phone number or email address changes. Upon request, MusiCounts will provide you with information on the existence, use and disclosure of your personal information. You may verify the accuracy and completeness of your information, and have it amended as appropriate.

Website and Electronic Commerce

MusiCounts uses password protocols and encryption software to protect personal and other information when a product or service is requested and/or paid for online. Our software is routinely updated to maximize protection of such information.

Further information on privacy may be found on the website of the Privacy Commissioner of Canada at www.privcom.gc.ca