

INCOMMON

Privacy Statement 1

Protecting your Privacy

IN COMMON is committed to protecting the privacy of the personal information of storytellers, stakeholders and families. We value the trust that storytellers place in us as we work together to edit stories and prepare them for the Internet. We recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information you share with us. As part of our ongoing commitment, we want to clarify why we ask for your personal information, how we use it and to provide you with choices related to its use.

This document contains a short summary of the privacy protection policy and procedures governing IN COMMON.

What is Personal Information?

“Personal information” means information about an identifiable individual. Exceptions include business contact information and certain publicly available information.

Why Do We Collect Personal Information?

We collect and use personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances, for example:

- Contact you about your story
- Invite you to storytelling events
- Share other stories with you (newsletter)

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How Do You Provide Consent?

We accept any of the following as consent for IN COMMON's existing use and future collection and use of personal information:

- Express consent, obtained verbally or in writing (usually written consents are required)
- Implied consent, as demonstrated when you voluntarily provide personal information or participate in services provided by IN COMMON

Can You Withdraw Consent?

You may withdraw your consent at any time. We will make efforts to accommodate your withdrawal however in some circumstances withdrawal of consent may affect our ability to share other stories that we have legal obligations to share.

Can You Access Your Own Personal Information?

Storytellers can view their story online, all other material collected will be destroyed after the story is uploaded to our secure Vimeo account.

How Do We Protect Personal Information?

Personal information collected by IN COMMON is kept in confidence until the author of the story agrees to share.

Policies and procedures are in place to ensure that personal information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. Physical and electronic safeguards ensure the integrity of this information is maintained and prevent it from being accessed by unauthorized individuals.

Storytellers must take complete ownership of the use of their stories, this includes use of photographs, articles and other such media.

Our staff will follow the laws in Canada that protect a person's private information.

Who Should You Contact?

If you have concerns or questions, or if you wish to withdraw your consent please contact us:

(e) hello@incommon.tv

(o) 1-855-251-5115

Adapted from: posAbilities Privacy Statement