

Privacy Policy of the Toronto Monthly Meeting of the Religious Society of Friends

This applies to information gathered from those who rent space at Friends House or who sell products or services to us.

Toronto Monthly Meeting (TMM) is committed to maintaining the accuracy, confidentiality, and security of your personally identifiable information such as your name, address, email address, phone number, and the financial information required for booking transactions ("Personal Information").

As part of this commitment, our Privacy Policy governs our actions as they relate to the collection, use and disclosure of Personal Information. Our Privacy Policy is based upon the values set by the Canadian Standards Association's Model Code for the Protection of Personal Information and Canada's [Personal Information Protection and Electronic Documents Act](#).

1. Introduction

We are responsible for maintaining and protecting the Personal Information under our control. We have designated an individual who is responsible for compliance with our Privacy Policy.

2. Identifying Purposes

We collect, use and disclose Personal Information to provide you with services you have requested. The purposes for which we collect Personal Information will be identified before or at the time we collect the information. In certain circumstances, the purposes for which Personal Information is collected may be clear, and consent may be implied, such as where your name, address and payment information are provided as part of an order process in the Booking System.

3. Means of Collection and Administration

We may collect and administer your Personal Information by one of the following means, and for the following purposes:

Means	Purpose / Activity
Email and telephone	One-on-one communication around bookings, inquiries, and matters relating to the use of Friends House
Hallmaster	Transactional electronic correspondence relating to bookings: <ul style="list-style-type: none">• setting up and editing a Hallmaster account• receiving booking requests• sending confirmation of bookings• sending invoices• sending receipts
MailChimp	Infrequent bulk emails containing information that affects or may be of interest to renters (for example booking rate changes, information about technology upgrades)
PayPal or Square	<i>TO BE INCLUDED WHEN CONTRACT IS IN PLACE</i>

4. Consent

Knowledge and consent are required for the collection, use or disclosure of Personal Information except where required or permitted by law. Providing us with your Personal Information is always your choice. For electronic communication, we will comply with [Canadian Anti-spam Legislation](#) by obtaining implied or express consent and providing identification information and providing an unsubscribe mechanism to marketing emails.

5. Limiting Collection

The Personal Information collected will be limited to those details necessary for the purposes identified by us. With your consent, we may collect Personal Information from you in person, over the telephone or by corresponding with you via mail, facsimile, or the Internet.

6. Limiting Use and Disclosure

Personal Information may only be used or disclosed for the purpose for which it was collected unless you have otherwise consented, or when it is required or permitted by law.

7. Accuracy

Personal Information will be maintained in as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used. You can update Personal Information which is administered via MailChimp yourself. For all other updates you must contact Friends House at house@torontoqueakers.org.

8. Safeguarding Your Information

Personal Information will be protected by security safeguards that are appropriate to the sensitivity level of the information. We take all reasonable precautions to protect your Personal Information from any loss or unauthorized use, access or disclosure.

The use of your Personal Information by TMM will be restricted to TMM Staff, and accessible by password-protected email software on a single password-protected computer, protected by up-to-date security software and backed up by an up-to-date provider.

When using MailChimp for marketing emails, we will comply with MailChimp's requirements, as outlined in the following documents:

- Requirements and Best Practices for Audiences: <https://mailchimp.com/help/requirements-best-practices-audiences/>
- Accessible Use Policy: https://mailchimp.com/legal/acceptable_use/
- Best Practices for E-Commerce Subscribers: <https://mailchimp.com/help/best-practices-for-e-commerce-subscribers/>

The use of your Personal Information by MailChimp, Hallmaster and (Paypal or Square - *TO BE INCLUDED WHEN CONTRACT IS IN PLACE*) will be governed by their Privacy Policies.

MailChimp Privacy Policy: <https://mailchimp.com/legal/privacy/>

Hallmaster Privacy Policy: <https://www.hallmaster.co.uk/docs/hallmaster-privacy-policy.pdf>

(Paypal or Square) Privacy Policy: *TO BE INCLUDED WHEN CONTRACT IS IN PLACE*

9. Openness

We will make information available to you about our policies and practices with respect to the management of your Personal Information.

10. Access for those with whom we do business.

Upon request, you will be informed of the existence, use and disclosure of your Personal Information. You may verify the accuracy and completeness of your Personal Information, and may request that it be deleted or amended.

11. Handling Customer Complaints and Suggestions

You may direct any questions or enquiries with respect to our privacy policy or our practices by contacting Friends House at house@torontoquakers.org.