

Privacy Policy

The Writers Guild of Canada (the “**WGC**,” “**we**” or “**our**”) is committed to protecting your personal information. This Privacy Policy (“**Policy**”) sets out the WGC’s policy with respect to the collection, use and disclosure of such personal information via the website: www.wgc.ca (the “**Website**”) and via other communications we have with you. For the purposes of this Policy, the term “personal information” means information that can be used to personally identify you or any information which is directly associated with any such information, but does not include your name, your title, or your business address or telephone number.

The WGC limits the collection, use and disclosure of personal information to what is necessary to conduct its business including enforcing its collective agreements, managing its jurisdiction, serving the needs of its membership and providing services to the public. If you do not consent to the terms of the Policy, please do not provide us with your personal information.

The WGC will not sell, trade or rent your personal information to any party. The WGC will not disclose any of your personal information to any third party except (i) where such party provides services to us in furtherance of the permitted use of such information and where such third person has agreed to be bound by equivalent terms to this Privacy Policy; (ii) as may be required by law; or (iii) as may be required during any due diligence process reasonably undertaken, provided that such third party is bound by obligations as least as restrictive as those contained in the Policy.

What personal information do we collect?

I. Member Information

Upon becoming a member of the WGC, we collect the following personal information from our membership application forms.

Name (name on your contracts and legal name)

Business name

Address

Phone numbers

Email address

Gender

Social Insurance Number

Date of Birth

Membership with other industry organizations including other writer guilds

Citizenship

GST#

Diversity Status (when voluntarily supplied)

Agent Name and Contact Information

We may also collect other personal information in order to provide our services to you.

The WGC assigns a membership number and a membership status to all individuals working within our jurisdiction. At their option, members can provide additional personal information voluntarily for inclusion in their own promotional directory entry on the Website.

All of the information below, with the exception of the Social Insurance Number (“SIN numbers”) and diversity status (in the event it is provided), may be shared with select third party organizations with which WGC does business, as specified later in this policy. The WGC shares SIN numbers with its benefit carrier for the establishment of insurance and retirement accounts.

II. *Contract Information*

We collect and retain contracts for each individual working within our jurisdiction. Information provided on contracts can include:

Name of Production
Name of Episode
ISAN #
Producer Name
Producer Address
Name of Writer’s Loan-out Company
Writer Name
Membership Number
Writer Address
Writer GST(HST) Number
Writer Provincial Tax Number
Type of Program
Broadcast Length
Contracted under Article
Tentative Credit
Script Fee
Overscale Amounts
Payment Schedule

III. *Remittances/Website*

In connection with payments remitted pursuant to our collective agreements or through the Website, we also collect the following information:

Production Company
CMPA or APFTQ Producer Status and Number
Production Company address, phone number and contact information
Show Name
Episode Title
Episode Number
Writer Membership Number
Writer Name
Work Category and Stage
Gross Fee Earned
Working Dues
Administration Fee
Retirement and Insurance Contributions and Deductions
Writer Credits

IV. *Payments for Products and Services*

We collect credit card information for products and services purchased in our office or via the Website. Such products and services include, but are not limited to: intellectual property registrations, magazine subscription, annual basic dues payments and event tickets. We transmit the credit card information provided to our third party payment processors as part of the payment transaction. The information is collected and transmitted in a secure manner. The WGC does not store credit card information provided on our website. Receipts of credit card transactions processed in our office are stored but do not contain card numbers or personal information.

You can also visit the Website as an anonymous user, by not registering or enrolling and not providing your personal information to the WGC. However, most of our services can only be provided if you give us the required personal information.

The Website uses session cookies. A cookie is small amount of data, often containing an anonymous unique identifier, sent from our computers and stored on your computer's hard drive in order to keep track of your browser settings as you navigate the Website. These cookies do not contain personal information and do not compromise your privacy or security. These cookies are stored in temporary (cache) memory and are deleted when you shut down your browser or turn off your computer. When you leave the Website, the cookies expire and are no longer active. No personal or identifiable information is stored in the cookie.

The website does store a cookie to your computer whenever you select the Remember Me option when logging in as a member or producer. The cookie is stored on your computer for a maximum of 90 days. The cookie contains a random number that allows us to identify you when you access our site. No personal or identifiable information is stored in the cookie.

How is personal information used?

We collect personal information for the following reasons:

- To contact writers within the WGC's jurisdiction (including in connection with unpaid dues, obligations of membership, provision of updated contact information, vote solicitation in connection with an election, referendum or service as a delegate).
- To uniquely identify you with payments collected and processed as a writer working within our jurisdiction or as an individual paying for services on the Website, including intellectual property registrations or renewals, ticket purchases, or membership dues.
- To verify membership status (with payroll house and sometimes other guilds).
- To collect internal statistics regarding writer demographics, type and volume of work and earnings within our jurisdiction.
- To report annual dues payments to our members for tax receipt purposes.
- To record and process benefit contributions and deductions or equalization payments and provide payment and information to our benefit carrier for setup and maintenance of insurance and retirement accounts.
- To collect working dues and administration fees from producers.

- To annually report to our members their earnings and benefits contributions and deductions reported to and processed by the WGC.
- To provide our members with an annual tax receipt for basic and working dues paid to the WGC.
- To collect and store necessary financial records required for accounting and audit purposes.
- To verify writer credit.
- To provide to producers and other approved industry representatives to assist our members in making contact with potential employers.
- To provide to our legal counsel whenever necessary to enforce our collective agreements, or to satisfy legal, regulatory, security or other processing requirements, or as otherwise required by law.

How do we collect personal information?

We collect your information via the following:

- Our membership form when you join
- Writer contracts submitted to us for productions in our jurisdiction
- Producers remitting working dues, administration fees and benefit or equalization payments or payroll houses remitting on behalf of producers
- Our website through our intellectual property registration service, our ticket ordering service and our member services including our member directories, online basic dues payment, notification of signing a contract or a change of contact information.
- In our office when processing a payment for any of our services or updating membership information
- From our online “mart” service whenever a service is purchased on our website
- Over the telephone, including upon submission of a membership application, or in relation to: (i) updating contact information, or (ii) membership obligations, or (iii) obligations pursuant to the WGC’s collective agreement.

How is personal information stored/secured?

Your personal information is stored at the WGC office or at our paper file storage facility in Canada or on our web server located in the United States. The WGC uses all reasonable commercial efforts to protect your personal information from unauthorized use, access or disclosure, including using physical, electronic or procedural measures. We have implemented security measures and safeguards on both the Website and at our offices to protect against the loss, theft, misuse and unauthorized access or alteration of your personal information under our control including the following specific measures: access to computer data is controlled physically, any electronic data is accessed via login ids and passwords, non-disclosure agreements with our web host/developer and IT service provider, and data shared electronically with our benefit carrier is through secure ftp transfer.

As noted above, some of your personal information may be stored on our web server located in the United States and as such your personal information may be accessed by U.S. government authorities and law enforcement without our or your knowledge.

Who has access to or uses your personal information?

Information collected by the WGC is available only to WGC staff or to select third parties with which we do business. The WGC does supply members' membership numbers, names, phone numbers, SIN numbers, address, gross fee earned and benefit amounts to our benefit carrier via secure electronic transfer. In addition, members may inquire or receive reports about their own information. Producers may inquire about information relating to payments remitted and be provided access to directory information posted to the WGC website by its members. The WGC may share information relating to specific members with legal counsel when enforcing its collective agreements. The WGC also shares information with its web hosting and development company and may, from time to time, be required to share information with its database developers.

To whom is your personal information disclosed?

The WGC discloses specific information outside of its own organization about writers in its jurisdiction to its benefit carrier, third party payment processors, payroll houses, producers, other writers guilds, the WGC's web hosting and development company, database development individuals or companies and legal counsel. The WGC has confidentiality and/or non-disclosure agreements with any third party to which it provides information.

The WGC will not sell, trade or rent your personal information to any party. The WGC will not disclose any of your personal information to any third party except (i) where such party provides services to us in furtherance of the permitted use of such information and where such third person has agreed to be bound by equivalent terms to this Privacy Policy; (ii) as may be required by law; or (iii) as may be required during any due diligence process reasonably undertaken, provided that such third party is bound by obligations as least as restrictive as those contained in the Policy.

How do I withdraw my consent?

Except as required by law, we will not use or disclose your personal information for any purpose for which you refuse us consent or later withdraw your consent. You may withdraw your consent to our collection, use and disclosure of your personal information at any time, subject to contractual and legal restrictions and reasonable notice. If you withdraw consent, you agree that notwithstanding such withdrawal, we may continue to use any personal information previously provided to us to the extent required to enforce any contractual obligations that you may still have to the WGC. You also understand that, although you can use the Website for certain purposes without providing us with any personal information, the WGC will require personal information about you for some services, including those that require payment or involve an ongoing relationship with the WGC or our partners. If you refuse to provide us with the personal information that we so require or later withdraw your consent to use and disclose such information, we may no longer be able to provide you with these services.

To withdraw your consent please contact the our Privacy Officer in writing. Contact information is supplied at the end of this document.

What about links to third party sites?

The Website contains links to independently owned, controlled and/or managed third party, World Wide Web or Internet sites to which the Policy does not apply. Please note that we do not monitor or control the content that appears on these sites and such content may be constantly changing. We recommend and encourage you to read the terms of use and privacy policies of all linked sites before navigating through them.

Changes to this Policy

The WGC reserves the right to update this Policy as we deem necessary in our sole discretion. We encourage you to periodically review our Policy so that you are properly informed as to how the WGC is protecting and dealing with your personal information.

Comments and Contact Information

The WGC welcomes your comments regarding our Policy. If you have any questions regarding our Policy, our collection, use or disclosure of your personal information please contact our Privacy Officer at the following address:

Writers Guild of Canada
Attn: Terry Mark & David Kinahan
366 Adelaide St. W., Suite 401
Toronto, ON Canada M5V 1R9

If contacting us by phone, please call 416-979-7907 or 1-800-567-9974 and ask for Terry Mark or David Kinahan.

Date: December 6, 2010