

Privacy policy

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Your privacy is very important to us. If you have any questions about this Policy, contact us or write us at

National Theatre School of Canada

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1-866-547-7328 (Canada & United States)
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Our Privacy policy describes how the personal information you may provide on the platform is collected, protected and used. It also describes the choices available to you regarding the use of your personal information or “data”.

Before you read the full Privacy Policy, here are some things to keep in mind about the DramaFest platform and what you are agreeing to when you approve the **terms and conditions** of the site. These must be read in conjunction with the Terms and conditions and Community Guidelines.

We acknowledge that data will be collected on this platform. What follows details which data and why we are collecting it:

1. We collect personal details and contact information such as your name, province of residence, email address, postal code and use them to:
 - Send administrative information but no advertising of any sort
 - Respond to inquiries and offer support
 - Request your feedback to make sure we evaluate and improve the platform in the years to come
 - Enforce the terms and conditions and policies if we notice abuse
 - Run and operate the DramaFest platform
2. The platform stores details that are needed for you to access and connect: username, ID, password, etc., but this stays in the space of the platform and is not shared with any third parties.
3. Any other materials you willingly submit to us such as your showcase pieces (in video, audio, image or portable document format), comments and other are collected, and not intended for use outside of the platform without us asking permission from you first.
4. We also collect details that are for statistical and analytical purposes, but we will never tie it to your personal identity. For example, we do hope to gain a sense of how you use the platform and where most of the users come from and how they interact well with each other. That kind of analysis may be done by Google Analytics. In that case, rest assured that you stay anonymous, that we do not do re-targeting and that you will not receive ads.

Cookies: what are they if it's not a snack and what are we using them for?

- 1- we use cookies to ease your experience on the platform and make sure your stay logged in as you travel through the site. It's called "functionality cookies".
- 2- the platform does not use "essential cookies": you can log in and refuse cookies, it will work as fine. The only thing that will change is that you will have to re-log more often since cookies are used to track if someone is still logged in or not.

Privacy Policy

This privacy policy ("Policy") describes how the personally identifiable information ("Personal Information") you may provide on the dramafest.ent-nts.ca website ("Website" or "Service") and any of its related products and services (collectively, "Services") is collected, protected and used. It also describes the choices available to you regarding our use of your Personal Information and how you can access and update this information.

This Policy is a legally binding agreement between you ("User", "you" or "your") and National Theatre School of Canada ("National Theatre School of Canada", "we", "us" or "our"). By accessing and using the Website and Services, you acknowledge that you have read, understood, and agree to be bound by the terms of this Agreement. This Policy does not apply to the practices of companies that we do not own or control, or to individuals that we do not employ or manage.

Automatic collection of information

When you open the Website, our servers automatically record information that your browser sends. This data may include information such as your device's IP address, browser type and version, operating system type and version, language preferences or the webpage you were visiting before you came to the Website, pages of the Website that you visit, the time spent on those pages, information you search for on the Website, access times and dates, and other statistics.

Information collected automatically is used only to identify potential cases of abuse and establish statistical information regarding the usage and traffic of the Website and Services. This statistical information is not otherwise aggregated in such a way that would identify any particular user of the system.

Collection of personal information

In order to access and use the Website, you will be asked to provide certain Personal Information (for example, your name and e-mail address). We receive and store any information you knowingly provide to us when you create an account, publish content, or fill any online forms on the Website. When required, this information may include the following:

- Personal details such as name, province of residence, etc.
- Contact information such as email address, postal code, etc.
- Account details such as username, unique user ID, password, etc.
- Any other materials you willingly submit to us such as videos, images, audio files, feedback, etc.

Some of the information we collect is directly from you via the Website. You can choose not to provide us with your Personal Information, but then you may not be able to take advantage of some of the features on the Website. Users who are uncertain about what information is mandatory are welcome to contact us.

Use and processing of collected information

In order to make the Website available to you, or to meet a legal obligation, we need to collect and use certain Personal Information. If you do not provide the information that we request, we may not be able to provide you with the requested products or services. Any of the information we collect from you may be used for the following purposes:

- Send administrative information
- Respond to inquiries and offer support
- Request user feedback
- Improve user experience
- Enforce terms and conditions and policies
- Protect from abuse and malicious users
- Respond to legal requests and prevent harm
- Run and operate the Website and Services

Processing your Personal Information depends on how you interact with the Website and Services, where you are located in the Canada and if one of the following applies: (i) you have given your consent for one or more specific purposes; this, however, does not apply, whenever the processing of Personal Information is subject to European data protection law; (ii) provision of information is necessary for the performance of an agreement with you and/or for any pre-contractual obligations thereof; (iii) processing is necessary for compliance with a legal obligation to which you are subject; (iv) processing is related to a task that is carried out in the public interest or in the exercise of official authority vested in us; (v) processing is necessary for the purposes of the legitimate interests pursued by us or by a third party.

Note that under some legislations we may be allowed to process information until you object to such processing (by opting out), without having to rely on consent or any other of the following legal bases below. In any case, we will be happy to clarify the specific legal basis that applies to the processing, and in particular whether the provision of Personal Information is a statutory or contractual requirement, or a requirement necessary to enter into a contract.

Managing information

You are able to delete certain Personal Information we have about you. The Personal Information you can delete may change as the Website and Services change.

When you delete Personal Information, however, we may maintain a copy of the unrevised Personal Information in our records for the duration necessary to comply with our obligations to our affiliates and partners, and for the purposes described below.

Disclosure of information

Depending on the requested Services or as necessary to complete or provide any service you have requested, we may share your information with your consent with our trusted third parties

that work with us, any other affiliates and subsidiaries we rely upon to assist in the operation of the Website and Services available to you.

We do not share Personal Information with unaffiliated third parties. These service providers are not authorized to use or disclose your information except as necessary to perform services on our behalf or comply with legal requirements. We may share your Personal Information for these purposes only with third parties whose privacy policies are consistent with ours or who agree to abide by our policies with respect to Personal Information. These third parties are given Personal Information they need only in order to perform their designated functions, and we do not authorize them to use or disclose Personal Information for their own marketing or other purposes.

We will disclose any Personal Information we collect, use or receive if required or permitted by law, such as to comply with a subpoena, or similar legal process, and when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request.

Retention of information

We will retain and use your Personal Information for the period necessary to comply with our legal obligations, resolve disputes, and enforce our agreements unless a longer retention period is required or permitted by law. We may use any aggregated data derived from or incorporating your Personal Information after you update or delete it, but not in a manner that would identify you personally. Once the retention period expires, Personal Information shall be deleted. Therefore, the right to access, the right to erasure, the right to rectification and the right to data portability cannot be enforced after the expiration of the retention period.

The rights of users

You may exercise certain rights regarding your information processed by us. In particular, you have the right to do the following: (i) you have the right to withdraw consent where you have previously given your consent to the processing of your information; (ii) you have the right to object to the processing of your information if the processing is carried out on a legal basis other than consent; (iii) you have the right to learn if information is being processed by us, obtain disclosure regarding certain aspects of the processing and obtain a copy of the information undergoing processing; (iv) you have the right to verify the accuracy of your information and ask for it to be updated or corrected; (v) you have the right, under certain circumstances, to restrict the processing of your information, in which case, we will not process your information for any purpose other than storing it; (vi) you have the right, under certain circumstances, to obtain the erasure of your Personal Information from us; (vii) you have the right to receive your information in a structured, commonly used and machine readable format and, if technically feasible, to have it transmitted to another controller without any hindrance.

This provision is applicable provided that your information is processed by automated means and that the processing is based on your consent, on a contract which you are part of or on pre-contractual obligations thereof.

Privacy of children

We do not knowingly collect any Personal Information from children under the age of 13. According to the Terms of use, you must be 16 years old to access the platform and you made a statement to that effect.

If you are under the age of 13, please do not submit any Personal Information through the Website and Services. We encourage parents and legal guardians to monitor their children's Internet usage and to help enforce this Policy by instructing their children never to provide Personal Information through the Website and Services without their permission.

If we have reason to believe that you are a child under the age of 13, we will delete your profile completely.

Cookies

The Website and Services use "cookies" to help personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you.

We may use cookies to collect, store, and track information for statistical purposes to operate the Website and Services. You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. To learn more about cookies and how to manage them, visit internetcookies.org

Do Not Track signals

Some browsers incorporate a Do Not Track feature that signals to websites you visit that you do not want to have your online activity tracked.

Tracking is not the same as using or collecting information in connection with a website. For these purposes, tracking refers to collecting personally identifiable information from consumers who use or visit a website or online service as they move across different websites over time.

The Website and Services do not track its visitors over time and across third party websites. However, some third-party sites may keep track of your browsing activities when they serve you content, which enables them to tailor what they present to you.

Email marketing

If you are a user with a TEACHER profile:

We offer electronic newsletters to which you may voluntarily subscribe at any time. We are committed to keeping your e-mail address confidential and will not disclose your email address to any third parties except as allowed in the information use and processing section or for the purposes of utilizing a third-party provider to send such emails. We will maintain the information sent via e-mail in accordance with applicable laws and regulations.

In compliance with the CAN-SPAM Act, all e-mails sent from us will clearly state who the e-mail is from and provide clear information on how to contact the sender. You may choose to stop receiving our newsletter or marketing emails by following the unsubscribe instructions included in these emails or by contacting us. However, you will continue to receive essential transactional emails.

If you are a user with a STUDENT profile:

You will not have the option to subscribe to the newsletter. We refrain from sending any form of electronic newsletters to students.

Links to other resources

The Website and Services contain links to other resources that are not owned or controlled by us (for example: Vimeo). Please be aware that we are not responsible for the privacy practices of such other resources or third parties. We encourage you to be aware when you leave the Website and Services and to read the privacy statements of each and every resource that may collect Personal Information.

Information security

We secure information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use, or disclosure. We maintain reasonable administrative, technical, and physical safeguards in an effort to protect against unauthorized access, use, modification, and disclosure of Personal Information in its control and custody. However, no data transmission over the Internet or wireless network can be guaranteed. Therefore, while we strive to protect your Personal Information, you acknowledge that (i) there are security and privacy limitations of the Internet which are beyond our control; (ii) the security, integrity, and privacy of any and all information and data exchanged between you and the Website and Services cannot be guaranteed; and (iii) any such information and data may be viewed or tampered with in transit by a third party, despite best efforts.

Data breach

In the event we become aware that the security of the Website has been compromised or users' Personal Information has been disclosed to unrelated third parties as a result of external activity, including, but not limited to, security attacks or fraud, we reserve the right to take reasonably appropriate measures, including, but not limited to, investigation and reporting, as well as notification to and cooperation with law enforcement authorities. In the event of a data breach, we will make reasonable efforts to notify affected individuals if we believe that there is a reasonable risk of harm to the user as a result of the breach or if notice is otherwise required by law. When we do, we will post a notice on the Website, send you an email.

Changes and amendments

We reserve the right to update and/or change this Policy from time to time.

For any minor changes, will not reduce your rights without your explicit consent.

For any major or significant changes which do not reduce your rights and therefore do not require explicit consent, we will place a prominent notice on the site.

For any major or significant changes which requires your consent, such as the way we treat your personal information, we will send you a notice to the primary email address listed on your account.

Editing and deleting your account information

You can edit your account information at any time.

To delete your account at any time please contact us at dramafest@ent-nts.ca and we will do it for you.

Acceptance of this policy

You acknowledge that you have read this Policy and agree to all its terms and conditions. By accessing and using the Website and Services you agree to be bound by this Policy. If you do not agree to abide by the terms of this Policy, you are not authorized to access or use the Website and Services.

Duration

The duration of this contract is indefinite. The contract produces its effects with regard to the user from the use of the service.

Law

Both this site and the Terms of Use are governed by Quebec and Canada laws, regardless of the place of use. In the event of a possible dispute, and after the failure of any attempt to find a solution, the Quebec and Canadian courts will have sole jurisdiction to hear this dispute.

Contacting us

If you would like to contact us to understand more about this Policy or wish to contact us concerning any matter relating to individual rights and your Personal Information, you may send an email to dramafest@ent-nts.ca or write us at

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