



## ARTHOUSE FOR CHILDREN AND YOUTH CONNECTED EVERY STEP OF THE WAY

### **ArtHouse Online Sales and Donations Policy:**

In addition to the ArtHouse Privacy Policy information available on our Homepage ([www.arthousehalton.com](http://www.arthousehalton.com)), ArtHouse works with third party providers when collecting online donations; specifically Pay Pal ([www.paypal.com](http://www.paypal.com)), and Square ([www.squareup.com](http://www.squareup.com)). Information relating to all ArtHouse online donations is securely maintained by the Executive Director of ArtHouse.

Practices of ArtHouse and its Third Party Providers are consistent with the Canadian Code of Practice for Consumer Protection in Electronic Commerce. Pursuant to this code ArtHouse assures all donors that:

- All language is truthful, clearly presented, conspicuous and easily accessible on vendors' web sites at appropriate stages of the donor's decision making process, particularly before the donor confirms any transactions or provides any personal information; and that this language is capable of being saved or printed by donors;
- All links on the ArtHouse website are current, accurate and not deceptive or misleading to donors;
- All objective claims can be substantiated;
- Vendors' privacy policies are easily accessible from the home page of their website or at a reasonably early stage of consumers' navigation, and whenever personal information is either requested or collected.

### **The Executive Director is accountable for the organization's compliance relating to online sales, including:**

- **Identifying Purposes** - the purposes for which personal information is collected;
- **Consent** - the knowledge and consent of the individual for the collection, use, or disclosure of personal information;
- **Limiting Issues** - personal information:
  - Shall be limited to that which is necessary for the purposes identified by the organization;
  - Shall not be used or disclosed for purposes other than those for which it was collected;
  - Shall be retained only as long as necessary for the fulfilment of those purposes.
- **Accuracy** - personal information shall be as accurate, complete and up-to-date as is necessary;
- **Safeguards** - personal information shall be protected by security safeguards appropriate to the sensitivity of the information;
- **Openness** - ArtHouse shall make specific information about its policies and practices readily available;
- **Individual Access** - an individual shall be informed of the existence, any use, and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate;
- **Challenging Compliance** - an individual shall be able to address a challenge concerning compliance with the above principles to the designated individual accountable for the organization's compliance.

This Online Sales and Donations Policy is representative of the high standards of governance ArtHouse has established to ensure that the organization is fully accountable to all of its stakeholders and is available for public viewing on our Website and/or by contacting ArtHouse at:

115 George Street – Suite 522 – Oakville, Ontario L6J 0A2 – [www.arthousehalton.com](http://www.arthousehalton.com)

- Contact – Founder - Don Pangman at [don@arthousehalton.com](mailto:don@arthousehalton.com) or at 905-467-8551, or;
- Contact – Program Director - Gemma Hagerman at [gemma@arthousehalton.com](mailto:gemma@arthousehalton.com) or at 647-869-3009

**ArtHouse for Children and Youth – Charitable Registration # BN 85868 2651 RR0001**  
**Canada Revenue Agency website: [www.canada.ca/charities-giving](http://www.canada.ca/charities-giving)**

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