

## Privacy Policy

The Canadian Screenwriters Collection Society (the “CSCS,” “we” or “our”) is committed to protecting your personal information. This Privacy Policy (“Policy”) sets out the CSCS’s policy with respect to the collection, use and disclosure of such personal information via the website: [www.wgc.ca](http://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 CSCS limits the collection, use and disclosure of personal information to what is necessary to conduct its business including serving the needs of its Membership and Rightsholders. If you do not consent to the terms of the Policy, please do not provide us with your personal information.

The CSCS will not sell, trade or rent your personal information to any party. The CSCS 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 at least as restrictive as those contained in the Policy.

### What personal information do we collect?

#### I. *Member or Rightsholder Information*

Upon becoming a Member of the CSCS by signing a Membership Agreement and/or by signing a Rightsholder Agreement, we collect the following personal information.

Professional Name (name on your contracts)  
Legal Name  
Date of Birth  
Gender  
Citizenship  
Home Address  
Home Phone Number  
Business Phone Number  
Fax Number  
Email Address  
Corporate Name  
Agent Name  
Agent Contact Name, Telephone Number and Fax  
Writers Guild of Canada Membership  
Membership in Other Collection Societies or Guilds

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

The CSCS assigns each of its Members and Rightsholders a number and a status. All of the information specified above may be shared with select third party organizations with which CSCS does business, as specified later in this policy. The CSCS shares its Members' and Rightsholders' names (professional, legal, pseudonyms, and other name variations), gender, date of birth and date of death information with other collection societies and exchanges information about Members and Rightsholders with the International Confederation of Societies of Authors and Composers (CISAC) and the Cooperative Society of Music Authors and Publishers (SUISA) for the purposes of collecting secondary use money for CSCS Members and Rightsholders. Data shared with CISAC and SUISA is stored in databases created and maintained by those organizations and shared with other collection societies who are Members of CISAC and SUISA for the purposes of paying authors entitled to secondary use money in countries where these monies are collected as a result of copyright legislation for authors.

## II. *Credit Information*

CSCS collects information relating to work authored by its Members or Rightsholders in order to collect money from other collection societies for secondary uses of those works. We collect and retain credit information for these works on our credit sheet form. Information provided on our credit sheet form can include but is not limited to:

Title of Production  
Alternate Title of Production  
Episode Title(s)  
Contracting Entity  
Parent Company  
Nationality of Production  
Year of Production  
Length of Production  
Type of Production  
Collective Agreement  
Writer Name  
Credit Details  
Name of Director(s)  
Name of Principal Actor(s)  
Transmission Date  
Broadcaster Name  
Video Release

## III. *Accessing Information about CSCS Members or Rightsholders from the Writers Guild of Canada(WGC) records*

The CSCS accesses information stored and collected by the Writers Guild of Canada (WGC) as specified in the WGC privacy policy available on its website at [www.wgc.ca](http://www.wgc.ca) when that information relates to collecting secondary use money for CSCS Members or Rightsholders. The CSCS may also provide to the WGC updated contact information for Members or Rightsholders who are also WGC Members.

#### IV. *Website Services for CSCS*

The CSCS maintains a section of the Writers Guild of Canada (WGC) website ([www.wgc.ca](http://www.wgc.ca)) where it provides information to its Members and Rightsholders, provides access to forms and publishes author's names and show titles to find authors for whom it has collected money.

In order to access the CSCS section of the WGC website, you can visit the Website as an anonymous user, by not registering or enrolling and not providing your personal information to the CSCS.

The Website uses session cookies. A cookie is a 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.

If you are a Member or Producer logging in to the website and then access information published in the CSCS section, the website does store a cookie to your computer whenever you select the Remember Me option. 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 the website. 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 authors of works or underlying works who are Members, Rightsholders or prospective Members or Rightsholders of CSCS (including in connection with becoming a Member or Rightsholder, with payments received, or to collect credit information, or updated contact information)
- To share information with CISAC and SUIA and have your information stored in their databases to be accessed by other collection societies for the purposes of paying CSCS secondary money owed to you and to be distributed to you by CSCS.
- To uniquely identify you with credited works so that payments can be collected on your behalf and paid to you as a CSCS Member or Rightsholder.
- To verify Membership status (with other guilds).
- To collect and store necessary financial records required for accounting and audit purposes.
- To verify writer credit.
- To provide to our legal counsel whenever necessary 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, Rightsholder and Credit Sheet forms.
- Author contact or credit information accessed in the paper or electronic records of the Writers Guild of Canada (WGC) for productions in the WGC's jurisdiction.
- In our office when processing a payment for any of our services or when processing a payment received for a Member or Rightsholder or when updating membership information.
- Over the telephone or by email or fax, including to solicit an author to join CSCS or upon submission of a Membership Agreement, Rightsholder Agreement or Credit Sheet form or in relation to: (i) updating contact information, or (ii) credits on works.

## **How is personal information stored/secured?**

Your personal information is stored at the CSCS office in our internal database or at our paper file storage facility in Canada or on our web server located in Canada. The CSCS 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(s) and IT service provider(s).

As specified previously in this document, select pieces of your information are also stored in the databases created and maintained by CISAC which can be accessed by collection societies which are Members of CISAC. CSCS has a contractual agreement with CISAC which specifies data confidentiality requirements for all contracting societies. CSCS also shares information with SUIA and information regarding the SUIA privacy policy can be found at <http://www.suisa.ch/en/footernavigation/disclaimer/>.

## **Who has access to or uses your personal information?**

Information collected by the CSCS is available only to CSCS staff or to select third parties with which we do business. The CSCS does supply Members' or Rightsholders' Membership numbers, names, gender, date of birth, date of death and credit information on works to CISAC and SUIA and other collection societies. In addition, Members or Rightsholders may inquire or receive reports about their own information. Collection Societies may inquire about information relating to payments remitted. The CSCS may share information relating to specific Members with legal counsel when enforcing its collective agreements. The CSCS also shares information with its web hosting and development companies and may, from time to time, be required to share information with its database developers.

## **To whom is your personal information disclosed?**

The CSCS discloses specific information outside of its own organization about Members or Rightsholders to the WGC, CISAC, SUIA and other collection societies, the CSCS's web hosting and development company, database development individuals or companies and legal counsel. The CSCS has confidentiality and/or non-disclosure agreements with any third party to which it provides information.

The CSCS will not sell, trade or rent your personal information to any party. The CSCS 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 at 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 CSCS or that CSCS has to CISAC or SUIA. You also understand that, although you can use the Website for certain purposes without providing us with any personal information, the CSCS will require personal information about you for some services, including those that require payment or involve an ongoing relationship with the CSCS 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 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 CSCS 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 CSCS is protecting and dealing with your personal information.

## **Comments and Contact Information**

The CSCS 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:

Canadian Screenwriters Collection Society  
Attn: Terry Mark & Marisa King  
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 Marisa King.

Date: February 11, 2013

\5912796.6