

PRIVACY POLICY

Acadiana Center for the Arts retains the right to access all company property, including storage facilities, offices and workspaces, desks, file cabinets, computers, and files and folders. Therefore, employees should not expect that such property will be treated as private and personal to the employee. Likewise, all work output in any storage format, including e-mail, voicemail messages, and internet communications are company property and are to be used only for business purposes. Internet accounts are also to be used only for company business. AcA reserves the right to inspect, monitor, and have access to company computers, e-mail, voicemail, and internet communications.

To promote the safety of employees and company visitors, as well as the security of its facilities, AcA reserves the right to conduct video surveillance of any portion of its premises at any time.

Video cameras will be positioned in appropriate places within and around company buildings. The only exceptions to this policy include private areas of restrooms, showers, and dressing rooms. In most cases, recorded images are routinely destroyed and not shared with third parties.

Exceptions to this practice are when recorded images are turned over to the police or other appropriate government agency or authority, when there is suspicion of a crime, or such disclosure is otherwise necessary to enforce the law.