

**The Embroiderers' Guild ACT Inc.**  
**Privacy Policy**

The Guild is committed to protecting the privacy of personal information it collects, holds and administers. Personal information is information which directly or indirectly identifies a person, including contact and payment details. The Guild collects and administers a range of personal information for the purposes of providing services and benefits. Individuals affected include: members; non-members who attend classes or events; external tutors.

The Guild recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected to ensure privacy and protect their identity, and made accessible to them only, unless they have given specific permission for their information to be released to a requesting individual or entity. The Guild will not sell personal information to a third party.

The Guild will:

- Collect only information which the Guild requires to provide services and benefits;
- Ensure that individuals can easily find out why the Guild collects the information and how it is administered;
- Use personal information only for providing Guild services and benefits or, with specific permission from the individual, for a directly related purpose;
- Store personal information securely, protecting it from unauthorised access;
- Provide individuals with access to their own information, and the right to seek its correction; and
- Give individuals the option of not identifying themselves when completing evaluation forms or surveys.

Approved by the Committee, 15 June 2015