

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 options of not identifying themselves when completing evaluation forms or surveys.

Approved by the Committee, 13 June 2022