

The Embroiderers' Guild ACT Inc.

Privacy Policy

The Guild collects and administers a range of personal information for the purposes of providing member services and benefits. Personal information is information which directly or indirectly identifies a person, including contact and payment details. The Guild is committed to protecting the privacy of personal information it collects, holds and administers.

The Guild recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other.

The Guild will:

- Collect only information which the Guild requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access;
- Provide stakeholders with access to their own information, and the right to seek its correction; and
- Give stakeholders the option of not identifying themselves when completing evaluation forms or surveys.