

Victoria Handweavers' and Spinners' Guild Privacy Policy

The Victoria Handweavers' and Spinners' Guild collects personal information from all members for the purpose of communicating information about meetings and events of interest to all members via email.

The Guild does not share its membership list with anyone who is not a guild member. The Guild does not loan or sell its membership list.

On joining the Guild, you will be asked for your name, address, phone number, and email address. The Membership Chair will keep this information on her/his computer. The Newsletter Chair will keep the names and email addresses of all guild members in a contact list in order to send out guild newsletters and other notices/reminders. The Librarian also keeps a copy of the membership list on the library computer in order to track library loans and contact members. Finally, all guild members will receive an updated copy of the membership list in November and one other time each year.

Once a year, on renewal of membership, members are asked to check the accuracy of their personal information and initial the entry. This will be taken as consent to collect and keep this information on file for the following membership year. For example, a membership renewal in June or September 2016 would be kept on file for the 2016/2017 membership year.

From time to time, the Guild will take photographs of members' work for inclusion in the newsletter and on the website. Members' names will be included in the newsletter, but not on the publicly viewed website pages. If members do not wish to be photographed, she/he should let the photographer know immediately.

The personal information of members who leave the Guild is removed from all current Guild records. A copy of all membership lists is kept as part of the Guild archives.

If a member does not want their personal information included in the membership list, the member must contact the Membership Chair in writing. This letter must be signed and dated.