



## SEYMOUR QUILTERS GUILD

### PRIVACY POLICY

JANUARY 2020

1. Seymour Quilters Guild (the “Guild”) is committed to maintain the security, confidentiality and privacy of your personal information.
2. The British Columbia *Personal Information Protection Act* governs the collection, use and disclosure of personal information collected by the Guild.
3. As required by the British Columbia *Societies Act*, personal information will be collected from members of the Guild in order to register its directors in accordance with the Act and to maintain a list of members of the Guild.
4. At the beginning of each calendar year, personal information will be collected on registration forms consisting of full name, contact information and consent for photos/quilts.
5. Registration forms will be destroyed at the end of the following calendar year by the volunteer membership representatives with a member witness present.
6. A membership list will be created consisting of full name, postal address, contact number and email address, to be maintained for the following Guild purposes only;
  - a. communicating business
  - b. member connections.
7. With consent, members’ first name and initials of last name and photos of face and/or quilts will be used in the newsletter and on the Guild website.
8. Members’ full names will be used in minutes for archival purposes.
9. Members should inform those taking photos at Guild events if they do not wish to be photographed.
10. Guests will be asked for their permission to use photos of themselves and their presentation in the newsletter and on the website.