

# **NORTHUMBERLAND HILLS STITCHERY GUILD**

## **PRIVACY POLICY**

- 1) Northumberland Hills Stitchery Guild shall collect only such personal information from its members as is necessary for the operation of the Guild and Guild activities.
- 2) The NHSG shall safeguard all personal information relating to guild members including addresses, telephone numbers and email addresses.
- 3) The NHSG shall take all necessary steps to ensure that information it may have in its possession in relation to any NHSG member is not used for an unauthorized purpose, either by another member of the NHSG or by any other person.
- 4) Every member of the NHSG shall execute a form no later than at the time of renewal of annual membership :
  - a) authorizing the collection and retention of personal information specified by the member;
  - b) undertaking not to disclose personal information of any other NHSG member that may come into his/her possession.
- 5) Every member of the NHSG has the right to withhold personal information from the Guild, with the understanding that this may limit the ability of the NHSG to communicate news and announcements to that member.
- 6) Any member of the NHSG who fails to respect the confidentiality of personal information relating to another member of the Guild shall be subject to sanction by the NHSG. Breach of confidentiality shall include providing the name and contact information of any member without first obtaining the consent of the Guild member concerned.
- 7) All personal information relating to any NHSG member in the possession of the Guild shall be destroyed no later than one year after the expiry of that member's membership in the NHSG, with the exception of any material on or reference to that member in any archival records of the Guild.