



PRIVACY POLICY

1. **We respect our members' privacy.** We respect your right to privacy and are committed to safeguarding the privacy of our members and visitors.
2. **Use of your personal information.**
 - 2.1. We may use personal information collected to provide you with information, updates and our services. We may use your personal information to improve our products and services and better understand your needs. We may contact you by a variety of measures including, but not limited to, telephone, email, sms or mail.
 - 2.2. At any time you may request the Guild to inform you what personal information the Guild holds about you. Please email us at office@embroiderersguildvic.org
 - 2.3. Access to our database is controlled and only authorised people have access to it. Records are kept only as long as is necessary for administrative and legal purposes, and access to them is restricted.
 - 2.4. We undertake not to make any of your personal details available to other members of the Guild for anything other than the good running of the Guild unless you have given your permission for this to be done.
 - 2.5. We do not make our membership records available to any outside organisation or individual.
3. **Complaints about privacy.** If you have any complaints about our privacy practices, please send details of the complaint to president@embroiderersguildvic.org.
4. **Website.**
 - 4.1. From time to time we will receive and store personal information entered onto our website, provided to us directly or given to us in other forms. When you come to our website we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, so that we can improve our service.
 - 4.2. We may from time to time use cookies on our website. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site. Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings. However, this may prevent you from taking full advantage of our website. Our website may from time to time use cookies to analyse website traffic and help us provide a better website visitor experience.
 - 4.3. Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. *Links to third party websites do not constitute sponsorship or endorsement or approval of these websites.* Please be aware that we are not responsible for the privacy practises of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personal identifiable information.
5. **Publicising this policy.** This policy shall be published in *Threadlines* annually, and always available on the EGV website.