



## Quilters' Guild of South Australia Incorporated

### Privacy Policy

Quilters' Guild of South Australia ('the Guild') will be open and transparent in the way that it manages personal information.

Personal information is collected in order to fulfil the functions and activities of the Guild, which include but are not limited to the following activities:

- Maintenance of the Guild's membership database
- Delivery of the newsletter;
- Managing enrolments and entry submissions in workshops, Quilt Encounter, the Festival of Quilts, Country Forum and the like;
- Receiving applications for scholarships and grants;
- Selling Guild merchandise;
- Conducting raffles in accordance with the relevant State legislation;
- Maintenance of the library database;
- Other activities in keeping with the Guild's philosophy.

The types of information collected by the Guild can include:

- Contact details, e.g. name, address, phone and email;
- Credit card details when a financial transaction takes place;
- Statistical data gained from social media or surveys (This will only be published in aggregate form and individuals will not be identified).

Personal information relating to Guild members or past members will not be given, sold or shared with any third party without the express written permission of the individuals concerned unless required by law.

Information will not be sent or stored offshore.

The Guild will take reasonable steps to ensure that the personal information that it collects is accurate, up to date, complete and relevant. If the Guild becomes aware that information that it holds is out of date, inaccurate, incomplete or misleading, it will endeavour to correct it.

The Guild will take reasonable steps to protect the information it collects and holds from unauthorized access, modification, disclosure, misuse or loss.

Information no longer required or no longer relevant to the activities of the Guild will be destroyed or de-identified.

Any member who wishes to access the information that the Guild holds about them should contact the Membership Secretary of the Quilters' Guild of South Australia.