

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

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

Maintenance of the SA Quilters 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 SA Quilters merchandise;
- Conducting raffles in accordance with the relevant legislation;
- Maintenance of the library database;
- Other activities in keeping with SA Quilters philosophy.

The types of information collected by SA Quilters can include:

- Contact details, e.g. name, address, phone number 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 SA Quilters 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.

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 If SA Quilters becomes aware that information that it holds is out of date, inaccurate, incomplete or misleading, it will endeavour to correct it.

SA Quilters will take reasonable steps to protect the information it collects and holds from unauthorised access, modification, disclosure, misuse or loss.

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

Any member who wishes to access the information that SA Quilters holds about them should contact the Membership Secretary by email at <mailto:membership.saquilters@gmail.com>.

Approved for publication by Leadership Team - December 2014.