



## **London Friendship Quilters Guild Privacy Policy**

### **The Collection and Use of Personal Information**

The LFQG is committed to the protection of the privacy of its members and guests. Some of the Guild's programs and registration forms ask for personal information such as a name, home address, and email address. This personal information is collected and stored for the sole purpose of contacting and serving our members. The Guild will only collect personal information directly from an individual or their designate. Information submitted may be removed from our records by request.

Any personal information provided by our members and guests is for the sole use of the LFQG and shall not be shared with any other individual, corporation or similar cultural organization without the knowledge and consent of the individual. The Guild does not rent, trade, or sell its membership or guest lists.

### **Information Management**

Our membership list and guest records are kept only for as long as they are required to meet our commitments to our members.

### **Website & Other Online Applications/Electronic Presentations**

The LFQG is committed to protecting member and guest data on the Guild's website. The Guild Web Site or other Online Applications/Electronic Presentations, including but not limited to Facebook and Instagram, will not post any personal member or guest information unless it is password protected. The Guild may post photographs of Members' quilts on the Website or other Online Applications/Electronic Presentations, when permission has been granted. The Guild website collects cookies but the Guild will not use cookies to track and target our users in any way, but the Guild may, in the future, compile generic web visit data into statistical information on traffic patterns and use it to assess and improve our site's content and functionality.

### **Access to Personal Information**

Our members and guests have the right to see what personal information we hold about them and to receive copies of their records upon written request. If there is a mistake in the information, an individual has the right to ask for it to be corrected. The records are the property of the Guild.

### **Reproduction and Terms of Use**

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