

London District Weavers and Spinners Inc. Membership Renewal Form 2022/2023

London and District Weaving and Spinning Inc. Privacy Statement

The London and District Weavers and Spinners Inc. (The Guild) collects personal information from its members and/or course participants for the purpose of operating guild business and member activities. **Personal information collected includes, but is not necessarily limited to:**

First and Last Name, Mailing Address, Phone number, Email address, Volunteer Interests, Fibre related hobbies and Age Range.

Guild business and member activities supported by the collection of personal information includes tracking guild membership, conducting guild business and financial activity, supporting the operation of guild committee work, conducting periodic member surveys and communicating/notifying members about guild and guild related activities.

The membership list and financial records containing personal information are stored electronically and in hard copy form. The Guild recognizes and respects members' right to privacy and security of their personal information and takes appropriate action to secure the integrity and confidentiality of their personal information. Access to personal information is granted on an "as needed" basis only to conduct the business of the corporation.

Examples of how personal information is used include: Creating Membership and Committee lists, Tracking payment of membership dues, Ordering Membership Pins, Communicating directly with members or groups of members related to guild business and/or activities, Enabling access to The Guild Website, on line virtual meetings and social media, Loan of Library Materials, Rental of guild equipment and Obtaining Liability Insurance

Information concerning Hobbies and Age Range are used to establish members' areas of interest, to support programming and educational activities and to support statistical information included in grant applications to external organizations including Government Bodies.

The Guild does not sell, share or otherwise make available members' personal information to any individual or businesses external to the Guild for any reason unless required for insurance purposes or by law.

By providing personal information to the Guild, the Guild has the right to assume that the member is providing consent to the Guild to collect, use and retain their personal information for the purposes indicated and for the period of time required to conduct the business of the organization.

At any time, should a member wish to withdraw their consent for the collection, use or retention of personal information for the purposes described, they may do so by contacting the secretary of the Guild at ldwsguild@gmail.com in writing and indicating their withdrawal of consent. The Guild will take all reasonable action to discontinue prospective collection and use of personal information promptly. No change to the retrospective collection or use of personal information are possible. The Guild has the right to notify the member if they are no longer able to fulfill the membership rights should consent be withdrawn.

Personal information will be retained for a period no longer than ten years following discontinuation of membership or failure to renew membership.

