

# **East Cobb Quilters' Guild**

## **Privacy Policy**

East Cobb Quilters' Guild (ECQG) member names, addresses, phone numbers, email addresses and birthday month and day are posted online, exclusively in password protected areas of the ECQG website.

The password for access to the ECQG website will be changed in the first calendar quarter of each year.

ECQG does not collect any information from visitors to the Guild website.

ECQG messages sent by the Webmaster to members via the external email address service (iContact) will not disclose individual members' email addresses.

Individual members can request in writing to the Guild Membership Chair that only their names and not their personal information be included in the online directory on the ECQG website.

Member information in any of the ECQG publications is for Guild purposes only, as stated in Section 1.6 of the Guild bylaws, and in compliance with this, information on members is not disclosed to any organization outside of the Guild.

The ECQG does not collect any personal or financial information on members other than name, address, telephone numbers, email address, birth month and day, date dues are paid, data on quilt related skills and data about skills, experience and areas in which members may be willing to serve.

Individual members can elect to not supply information other than their name, address and email address to the Guild.

The First VP of the Guild, as chair of the Bylaws Committee, will review this Privacy Policy annually to evaluate the need to update it. If changes are made, the Privacy Policy will be submitted to the Guild Executive Committee for approval. The Privacy Policy will be available for review at all times on the ECQG website and at least annually will be published in the ECQG newsletter.

If a member or visitor has a concern regarding this Privacy Policy or any privacy issue connected with the ECQG, that person should contact the Guild President or 3<sup>rd</sup> Vice President.

Pictures of members and their quilts along with captions containing their names may be posted in areas of the ECQG website that are open to the public. Pictures taken at Guild events may be posted in areas of the ECQG website that are open to the public. Members may choose to not have their pictures and/or pictures of their work taken at general Guild meetings or Guild events, by announcing their wishes to the group before their work is presented and by telling the Guild photographer at the event.

The Guild Webmaster monitors postings to Guild social media sites. The Guild posts no personal information of members to the Guild social media sites.

Information about outside speakers that is published in the Guild newsletter, on the Guild website and on Guild social media sites is governed by the contract executed between the Guild and the speaker.