



Winnipeg Embroiderers' Guild

Privacy Policy

1. The Winnipeg Embroiderers' Guild (WEG) will collect only such personal information from its members as is necessary for the operation of the Guild and Guild activities, and to comply with the requirements of chapter membership in the Embroiderers' Association of Canada/Association canadienne de broderie (EAC/ACB).
2. The WEG will safeguard all personal information relating to Guild members, including addresses, telephone numbers, e-mail addresses and membership numbers.
3. The WEG will take all necessary steps to ensure that information it may have in its possession in relation to any WEG member is not used for any unauthorized purpose, either by another member of the WEG or any other person outside of the Guild.
4. Members of the WEG will fill out the attached *Privacy Form* when joining WEG that:
 - a. authorizes the collection and retention of personal information specified by the member by the WEG; and
 - b. confirms the member will not disclose the personal information of any other WEG member that may come into her/his possession.
5. Every member of the WEG has the right to withhold personal information from the Guild with the understanding that this may limit the ability of the WEG and EAC/ACB to communicate news and announcements to that member.
6. All WEG members will respect the confidentiality of personal information relating to another member of the Guild. Breach of Confidentiality will include providing the name and/or contact information of any member of the WEG to a person who is not a member of the Guild, without first obtaining the consent of the member concerned.
7. All personal information relating to any WEG member in the possession of the Guild will be destroyed not later than one year after the expiry of that member's membership in the WEG, with the exception of any material on or reference to that member in archived issues of the WEG newsletter and archival records of the WEG.
8. By submitting an application for any WEG activity, including courses and workshops, members consent to the collection and use of the information by the WEG as specified above.

WEG Privacy Waiver signed and returned to Membership Chair on: _____
(Date)

Please keep this document on file for future reference.

December 2023

Winnipeg Embroiderers' Guild

Membership Privacy Policy

1. I authorize the Winnipeg Embroiderers' Guild (WEG) to collect and retain the following personal information (please complete *only* the information you wish to authorize WEG to have):

Name: _____

Address: _____

Telephone Number(s): _____

E-Mail Address: _____

How did you hear about WEG: _____

2. I authorize the WEG to use this information for the sole purpose of the operation of the Guild and for Guild activities, and to comply with the requirements of chapter membership in the Embroiderers' Association of Canada/Association canadienne de broderie (EAC/ACB).
3. I further authorize the WEG to include this personal information in a Membership List that will be available to other members of the WEG (please check one).

Yes

No

I understand that at such time that either the Membership List is outdated or I resign my WEG membership, I will destroy this list.

4. I hereby undertake never to disclose any personal information relating to another member of the WEG. I understand that disclosure of any such information without the specific consent of the member(s) concerned contravenes the WEG *Privacy Policy*.

Name: _____

(Please Print)

Date: _____

Signature: _____

Winnipeg Embroiderers' Guild

Members' Photo Permission/Restriction

Images of members or their work may be taken during any WEG-sponsored event, including meetings, workshops, demonstrations, or other events.

The Initial Stitch (Guild newsletter) is posted on the WEG web page and shared with other EAC/ACB guilds, as well as with the WEG membership.

Please check each section.

I, _____, give permission for the following:
(please print full name)

- a) Images of myself to be published:
i. in the WEG newsletter, The Initial Stitch
ii. on the WEG Facebook page
iii. on the WEG web page
Yes No
Yes No
Yes No

- b) Images of my finished projects to be published:
i. in the WEG newsletter, The Initial Stitch
ii. on the WEG Facebook page
iii. on the WEG web page
Yes No
Yes No
Yes No

- c) Images of my original designs to be published:
i. in the WEG newsletter, The Initial Stitch
ii. on the WEG Facebook page
iii. on the WEG web page
Yes No
Yes No
Yes No

Signature: _____

Date: _____

To change the above permissions or restrictions, please contact the WEG Membership Chair. Thank you.