



OTTAWA VALLEY GUILD OF STITCHERY

PRIVACY POLICY

1. The Ottawa Valley Guild of Stitchery shall 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, Inc.
2. The OVGS shall safeguard all personal information relating to Guild members, including addresses, telephone numbers, email addresses and membership numbers.
3. The OVGS shall take all necessary steps to ensure that information it may have in its possession in relation to any OVGS member not be used for an unauthorized purpose, either by another member of the OVGS or by any other person.
4. Every member of the OVGS shall execute a form no later than at the time of renewal of annual membership:
 - a) authorizing the collection and retention of personal information specified by the member;
 - b) undertaking not to disclose personal information of any other OVGS member that may come into his/her possession.
5. Every member of the OVGS has the right to withhold personal information from the Guild, with the understanding that this may limit the ability of the OVGS and EAC to communicate news and announcements to that member.
6. Any member of the OVGS who fails to respect the confidentiality of personal information relating to another member of the Guild shall be subject to sanction by the OVGS. Breach of confidentiality shall include providing the name and contact information of any member of the Guild to a person who is not an OVGS member without first obtaining the consent of the Guild member concerned.
7. All personal information relating to any OVGS member in the possession of the Guild shall be destroyed no later than one year after the expiry of that member's membership in the OVGS, with the exception of any material on or reference to that member in archived issues of the OVGS newsletter and archival records of the Guild.

Ottawa Valley Guild of Stitchery



Renewal of Membership and Privacy Waiver

1. I am applying for a NEW membership, or I am applying to RENEW my membership.

- a. (Check One) New _____ Renew _____
b. I am also a member in the _____ Guild.
c. Membership No. _____ Expiry Date: _____

2. I authorize the Ottawa Valley Guild of Stitchery to collect and retain the following personal information.
(Please complete only the information you wish to authorize the OVGS to have):

Name: _____
Address: _____ Apt. _____
City: _____ Province: _____ Postal Code: _____
Phone Number: Home: (_____) _____
Business: (_____) _____
E-mail address: _____

3. I authorize the OVGS to use this information for the sole purpose of the operation of the Guild and Guild activities, and to comply with the requirements of chapter membership in the Embroiderers' Association of Canada, Inc.

4. I further authorize the OVGS to include this personal information in a membership list that will be available to other members of the OVGS (please circle one): YES NO

5. I hereby undertake never to disclose any personal information relating to another member of the OVGS. I understand that disclosure of any such information without the specific consent of the member(s) concerned shall be grounds for sanction by the OVGS.

6. I wish to receive my newsletter 4 times a year by: Downloading off of the OVGS Website _____
Paper copy by Canada Post _____

7. How did you hear about OVGS: Friend _____ OR OVGS Website _____ OR
Returning member _____ OR Transfer from another guild _____

Annual Membership Fee: \$70.00
Dual Membership Fee: \$30.00
Method of Payment: _____ Cheque (payable to Ottawa Valley Guild of Stitchery) OR _____ Cash

Please bring to the next meeting or contact the Membership Chair at membership@ovgs.ca for information on where to send your form.

Signed

Date

* Renewals must be received at least two months before renewal date in order to ensure continuous delivery of Embroidery Canada.