

Warren County Quilt Guild Privacy Policy

This privacy policy sets out how the Warren County Quilt Guild (WCQG) uses and protects any personal information that you give Warren County Quilt Guild when you use this website, www.warrencountyquiltguild.com.

Warren County Quilt Guild is committed to ensuring that your privacy is protected. No personal information is requested when using this website.

Warren County Quilt Guild may change this policy periodically by updating this page. You should check this page from time to time to ensure that you are aware of any changes. This policy is effective from 1 January 2016.

What information is collected on the website?

The WCQG does not retain any information from this website. If an individual contacts the WCQG through the website, a form is present to be filled in with the individual's name, email address and message. This information is formatted into an email sent to the website email account which is automatically forwarded to the current Webmaster for response.

We do collect membership information offline (see Membership Information section) and password protect access to pages that may contain personal information on members.

This password is changed at least yearly and provided to the current membership.

What personal information is posted on the website?

- Public Pages:
 - The first and/or last names of the WCQG Executive Officers, Retreat Leader, and Comfort Quilt Leaders are posted on public page(s) but contact information (email) is directed to a website email account.
 - Names of our presenters may be posted in connection with the activity or completed projects.
 - At each meeting, members share their quilt projects. Pictures of their projects are then posted on our Show and Tell pages for everyone to enjoy. Individuals who do not wish to have themselves included in the picture can hold the project up, covering their face. No names are posted with the pictures.
- Member Requested Postings
 - Pictures of projects along with personal information provided by the quilter may posted on pages such as Members Pride or For Sale. The member must explicitly request the posting and provide the personal information to be posted, thus approving the use of their personal information.
- Member Only Pages (password protected):
 - Many pages have access restricted to current membership by implementing a password for access.
 - Newsletters are posted containing minutes of the membership meetings, full names and/or contact information of members, presenters' names and contact information, as well as pictures and activity details. This information is also provided via email so access is restricted by password
- Membership Lists will NOT be posted on the website.

Warren County Quilt Guild Privacy Policy

The website is hosted by 1and1.com. The name, address, phone number and email address of the Webmaster are required by the hosting system in order to contact and/or maintain the system. The Webmaster enters the personal information and is therefore, aware and agrees to this procedure.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies:

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

The WCQG website does **not** utilize cookies. If you retain the password, it is a function of your browser and not of the website.

Links to other websites

The WCQG website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Membership personal information

Membership is Warren County Quilt Guild's (WCQG) single most important source of support, and WCQG's relationship with its members is the highest expression of our commitment to our mission.

WCQG has established the following practices for use of our membership personal information and membership list to protect the privacy of our members and ensure control in safeguarding against any unauthorized use.

WCQG considers the protection of its members' confidentiality to be of paramount importance. The group will adhere to procedures designed to insure that member privacy is maintained.

Member's right to privacy

WCQG will respect the privacy of its members. Accordingly, WCQG will provide members with the opportunity to have their names excluded from any donor list or activity. In the course of an exchange transaction involving names of donors that have not requested to be excluded, WCQG will provide only non-personal public information, limited to members' names to outside organizations.

Warren County Quilt Guild Privacy Policy

Use of the Membership List by WCQG

WCQG regularly contacts its members to carry out necessary and normal operations. In addition, WCQG also communicates with its members by phone or email. All membership communications are conducted directly by our Newsletter Leader. Electronic communications are sent to all current members using the BCC (blind carbon copy) capability of email to ensure the address list is hidden from other recipients. This guards against people using the list to send spam as well as protect the privacy of our members.

Members are required not to share the membership list with any other individuals or groups.

Use of the List by other organizations

WCQG will not sell, rent, transfer, provide or exchange its membership list with any third party.

Process of creating the Membership List

- Each year, membership forms will be completed and signed by each member designating what information can be shared with members and with non-members. To opt out of email communications, individual members will not provide an email address.
- Membership List will then be created by the Newsletter Leader and contain only those fields that have been identified by the individual to be shared. Every effort is made to adhere to the process, but in the event of an error in this compilation, the member must contact the Newsletter Leader or one of the Executive Officers and request a revision of the Membership List.
- Email addresses of all members will be provided to the Newsletter Leader.
- Membership List will be provided to the membership via email.