

The Lace Guild – Privacy Policy

We understand that privacy and the security of your personal information is extremely important. Because of that, this policy sets out what we do with your information and what we do to keep it secure. It also explains where and how we collect your personal information, as well as your rights over any personal information we hold about you.

Who We Are

When we say “we” or “us” we are referring to The Lace Guild

Information Held

The information that we hold can include:

- Name
- Address
- Phone Number
- Date of Birth
- Email Address
- Telephone Number
- Membership Number
- Any additional information that you choose to give us.

How we use the information

The information that we hold is only used for the purpose that you gave us it for. We do not send out any marketing and would never sell the information.

On occasion, we will use anonymous data for analytical basis, but this will be done on a large scale basis and identification will be done based on location.

Who we share information with

We do not share information with anyone. The only time that this will not be the case is if there is a legal obligation to do so.

Keeping you informed

Most of our information will be sent out via our website, social media and magazines. In the rare occasion that more direct contact is required, this will be done via post.

Your Rights

You have the right to access the personal information that we hold about you in many circumstances. This is sometimes called a ‘Subject Access Request’. If we agree that we are obliged to provide personal information to you (or someone else on your behalf), we will provide it to you or them free of charge.

Before providing personal information to you or another person on your behalf, we may ask for proof of identity and sufficient information about your interactions with us that we can locate your personal information.

If any of the personal information we hold about you is inaccurate or out of date, you may ask us to correct it.

If you would like to exercise these rights, please contact us as set out below.

Right to stop or limit our processing of your data

You have the right to object to us processing your personal information if we are not entitled to use it any more, to have your information deleted if we are keeping it too long or have its processing restricted in certain circumstances.

If you would like to exercise this right, please contact us as set out below.

How long we keep information for

We are required by HMRC to keep information for a certain period of time. We make sure that we are in line with those guidelines. For our current policies, please contact us using the details below.

Links to other websites

We sometimes provide you with links to other websites, but these websites are not under our control. Therefore we will not be liable to you for any issues arising in connection with their use of your information, the website content or the services offered to you by these websites. We advise you to consult the privacy policy and terms and conditions on each website to see how each supplier may process your information.

Sharing Thoughts

We appreciate your feedback, as we are nearly all volunteers. Any information that you send us may be distributed round people that may be able to help or benefit from the information.

Please remember that social media visibility is based on your privacy settings, we are not responsible for this.

Security Measures

We take security measures to protect your information including:

- Limiting access to offices which contain personal data.
- Implementing access controls to our information technology, such as firewalls, ID verification and logical segmentation and/ or physical separation of our systems and information;
- Never asking you for your passwords;
- Advising you never to enter your payment details into an email.

Contact Details

Please use the contact details below if you wish to exercise your rights.

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