

## NVBS Privacy Policy

**What we store:** NVBS stores only your name, address, phone number, and email address. This information is necessary to send out newsletters, and to contact you about your membership status or upcoming events. This information is kept electronically only by the Membership Chairperson of NVBS. Membership data is not currently available on the website nor is it stored on the web server.

**Our policy:** NVBS does not share your personal information with any other organizations of any kind. Membership data is not currently available on the website nor is it stored on the web server. The only exception to this policy is for law enforcement agencies (see “Law Enforcement” below).

**Membership Directory:** Our membership directory is published once a year and distributed only to members in good standing of NVBS. *If you do NOT wish to have your contact information published in the membership directory, please indicate this on the membership application when you apply for or renew your membership.*

**Member Obligation:** The NVBS membership directory may only be used for mass mailings to conduct NVBS business, as approved by the Board of Directors. By joining or renewing your membership in NVBS, you agree to abide by this policy both now and in perpetuity.

**Third Parties:** NVBS occasionally interacts with third parties on behalf of the membership. This includes, but is not limited to, the following:

**Vendors:** NVBS routinely receives requests from bead-related businesses to send sales or marketing materials to our members. Mostly, this takes the form of the business in question sending those marketing materials (business cards, sales or show fliers, etc.) to the NVBS post office box and asking us to distribute the materials to our members at meetings, which we do. Sometimes, however, a business will ask for our membership directory to contact our members directly. *We refuse all such requests.* If you would like to be contacted by these vendors, please contact the vendor independently.

**Instructors:** NVBS often invites artists of interest to do presentations and/or workshops for the membership. We do not provide them with personal information; only a name is required to sign up for a class or workshop. However, the instructors may request contact information directly from participating members (for example, they will often request contact information for emailing class requirements or for their mailing lists). We do not discourage this practice.

Any member who wishes to establish a relationship with a third party may do so at their own discretion. It is up to the individual NVBS member to decide whether and how much personal information to provide to the third parties described above. *Please note that NVBS cannot be responsible for what any business or entity outside the organization does with personal information provided by you, the member.*

**Law Enforcement:** The Northern Virginia Bead Society reserves the right to cooperate fully with state, local and federal officials in any investigation relating to its web site or the contents thereof (including personal or private electronic communication transmitted on this web site) or purported illegal activities of any user.