### **OUR PRIVACY POLICY**

#### Overview

Loudoun Sketch Club (LSC) values your privacy, and we follow current regulations and best practices to keep your personal data private. We do not sell or share our membership list or any personal information that you have not specified as public on your personal profile.

# Collection, use and disclosure of personal information

LSC collects basic contact information from members to communicate with you and process sales during our shows. Most of our contact is via email although we may phone if we need to get in touch if an email is unsuccessful. We do not share any contact info with other members or with the public unless the member has already made that contact information public. Using the privacy settings on your profile you control what access the public and other members have to your information in the Membership Directory. By default, only your first and last name are available to members via the member directory. Members also may communicate with one another through our Membership Directory by using the "Send Message" form - a secure messaging system. This keeps your email private unless you choose to change the privacy of that information.

Once a member has modified the privacy settings of their contact information to public, LSC is no longer responsible for the privacy protection of that information.

# Collection and use of artwork images

By sharing images of your artwork with LSC, you agree that LSC may use those images in our marketing efforts, including but not limited to our website, emails, flyers for shows, our quarterly newsletter, and our social media accounts. All images remain the sole copyright of the individual who created the artwork. Should individuals find additional publication of the images beyond LSC uses, that individual should decide what action to pursue.

### Giving consent for others

If there is a need to disclose personal contact information that you have not made public via the public member directory, we will ask you first.

### Third party applications

We use the website application, Wild Apricot, to manage our member database and to communicate with you. Information is kept secure in this site; please refer to Wild Apricot's privacy policy if you have any questions.

### **Cookies Policy**

LSC uses cookies on the membership portions of this website. By using the website, you consent to the use of cookies.

Our Cookies Policy explains what cookies are, how we use cookies, how third parties we partner with may use cookies on the website, your choices regarding cookies.

What are cookies? Cookies are small pieces of text sent by your web browser by a website you visit. A cookie file is stored in your web browser and allows the site or a third-party to recognize you and make your next visit easier and the site more useful to you.

Cookies can be "persistent" or "session" cookies. Persistent cookies remain on your personal computer or mobile device when you go offline, while session cookies are deleted as soon as you close your web browser.

How the LSC site uses cookies: When you use and access the Membership, Member Login, Member Directory and Events sections of the website, you are taken to a separate membership account service website run by the company Wild Apricot. LSC contracts with Wild Apricot Service to organize our membership database. Wild Apricot may place several cookies files in your web browser.

Wild Apricot uses cookies for the following purposes:

- To enable certain functions of the Site: We use both session and persistent cookies to run the website.
- We may use essential cookies to authenticate users and prevent fraudulent use of user accounts.

What are your choices regarding cookies: If you'd like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser. Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

If you have any questions regarding this policy, please contact us at **loudounsketchclub@gmail.com**. If you need to update your personal information or want to change the privacy settings on any of your information, you may do so by logging in and editing your profile.

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PO Box 2775, Leesburg, VA 20177

loudounsketchclub@gmail.com