

XR Guild Privacy Policy

The XR Guild, Inc. is a California-based tax-exempt non-profit Public Benefit Corporation dedicated to ethics in The Metaverse and XR overall.

This privacy policy will explain how our organization uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

What data do we collect?

When you register as a member, the XR Guild requires the following minimum information to complete the process:

- Your Primary contact email address
- Your agreement with our principles
- Your Country of Residence (if joining via Website)

If registering for membership via Discord (/apply command), we retain the DiscordID, screen-name and email we receive from our Discord bot (you provide the email). We keep this separately from any member information.

If registering via our Website (register.xrguild.org), we require a valid email address to send a uniquely coded form, without relying on password management.

There, you may elect to provide these optional data fields for our membership records:

- Your Home Address, City, State and Zip
- Your Phone Number
- Your LinkedIn or other website
- Your Twitter handle
- The # of hours you are willing to contribute
- What kinds of volunteer work you prefer
- Whether or not we may feature your name on our website

How do we collect your data?

We collect data and process data when you:

- **Register** via Discord (/apply) — here, we store your discord ID and your provided email address, separate from website membership records.
- **Register** via Website (<https://register.xrguild.org>) — here, we store anything else listed above that you provide.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.

How will we use your data?

Our services request and store your data so that we can:

- Maintain written records of who is eligible to vote in official Guild activities, such as elections or internal decisions. We must be able to provide these records to the California Secretary of State to inspect on demand. [This requirement does not apply to Discord-only members.]
- Provide adequate notice of any upcoming votes. We will announce these on Discord, by newsletter, and we will email any members for whom we have a valid email address. Your physical address may be used as a fallback.
- We may use your physical address if the Guild decides to ship future membership “swag” such as t-shirts.
- Any registered member may request an official membership certificate sent to your address.

- If, in the future, the Guild begins to require annual dues from its members, we would likely use the home addresses for billing inquiries, notices and receipts. We have no present plans to do so.
- **We will not share your personal data with any other entities unless required to do so by law.**

How do we store your data?

The Guild securely stores your data on Baserow.io, a remotely-hosted table-oriented database. Only the President and Secretary of the Guild have access to this data via secure log-in. All API calls are made using SSL encryption. Our back-end AWS servers are locked-down to allow access only from one person (currently The President and coder in chief).

We store your personal information for as long as you remain a member of The Guild. We will immediately delete your data if you select that option on the registration website, thereby resigning from The Guild. This does not affect Discord data. Non-members continue to be welcome on Discord as long as they adhere to the stated rules.

The Guild currently uses [DonorBox.org](https://donorbox.org) to secure donations. That organization has its own privacy policies and legal requirements. Our Treasurer, Secretary and President may view donor information, such as name and address. We will never see anyone's secure payment information, but only the amount given and the date of donation.

No DonorBox information, including donation amounts, is shared with The Guild membership database.

Marketing

We will not send you any marketing information. If you want to sign up for Guild email updates, we provide a sub stack registration path for a monthly (or so) newsletter.

We are required to notify every registered member of upcoming votes and elections, for which email is the preferred first path, and physical mail is a possible backup path.

What are your data protection rights?

The XR Guild would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request The XR Guild for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that The XR Guild correct any information you believe is inaccurate. You

also have the right to request The XR Guild to complete the information you believe is incomplete.

The right to erasure – You have the right to request that The XR Guild erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that The XR Guild restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to The XR Guild’s processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that The XR Guild transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

Email us at: admin@xrguild.org

Or write to us: 6983 Elverton Drive, Oakland, CA, 94611

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. **We do not knowingly use cookies anywhere.** We do use Google Web Fonts, and it is possible that Google collects information when we request fonts. If so, we would remove it.

For further information, visit allaboutcookies.org.

Privacy policies of other websites

The XR Guild website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

The XR Guild keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 1 June, 2022

How to contact us

If you have any questions about The XR Guild's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: admin@xrguild.org

Or write to us: 6983 Elverton Drive, Oakland, CA, 94611

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that The XR Guild has not addressed your concern in a satisfactory manner, you may contact the California Secretary of State.