



Privacy Statement

This privacy statement applies when The Australasian Plant Society (APS) receives, holds or otherwise uses Personal Data and explains how we look after your personal information and what we do with it. The APS is committed to protecting and respecting your privacy. Please be assured that we will never sell your data.

Changing your preferences for communication

At any time, you can change how you hear from us, including by post, telephone or unsubscribe from electronic communications – please contact membership@anzplantsoc.org.uk to let us know.

Why do we collect personal information?

You may give us your personal information in order to join as a member, order seeds, participate in an event, or to receive our e-newsletter. The personal information we collect might include your name, address, email address, telephone number, year of birth, payment card or bank details. We collect this information only in connection with specific activities, such as providing membership benefits, processing your membership, payment processing or sending regular information about our work, our events, opportunities and news.

How do we use your personal information?

- To fulfil your membership application
- To process membership subscriptions or other payments
- To set up or alter your Direct Debit Instruction via BACS if applicable
- To post you our publications, Pentachondra and the e-newsletter
- To manage our seed-list

- To let you know about events or other society information.
- For in-house research and analysis to ensure our communications are as relevant as possible

Privacy and use of our Website

You should be aware that if you follow a link to another website and give any personal information to another company, the uses to which that information may be put will be determined by that company's privacy policy.

Consent and keeping your information up to date

By disclosing your personal information to us as part of becoming a member of The APS you give your consent to the collection, storage, processing and use of your personal information by us as described in this privacy statement.

As a APS member, you have control over the accuracy of your personal information. If, at any time, you wish to verify, update or amend the personal information you have provided, you can contact us at the above email and telephone number or at the address below.

Individuals can find out if the APS holds any personal information about them by making a 'Subject Access Request'. If the APS does hold information about you, we will:

- give you a description of the information held
- tell you why we are holding the information
- tell you who the information could be disclosed to
- give you a copy of the information.

To make a subject access request please send a letter or email (headed 'Subject Access Request') to:

The Membership Secretary

membership@anzplantsoc.org.uk

Or the membership secretary's address can be found in the back of each issue of our journal 'Pentachondra'

The APS will respond in writing within 1 month of receiving the request.

Retention of personal data

The APS will keep your data only for as long as is necessary to meet the requirements of financial record keeping or for the purposes of historical research.

Right to be forgotten

Notwithstanding the requirements to retain personal data as outlined above, you have the right to request deletion of your personal data. To make a subject access request please send a letter or email (headed 'Request to be Forgotten') to the email address above.

Security

Your personal data is held securely by members of the committee. Our website uses industry standard Secure Server Software (SSL) for your transactions with us. Online membership payments are processed by PayPal and are covered by PayPal's own privacy policy which can be found at <https://www.paypal.com/en/webapps/mpp/ua/privacy-full>

Changes to this Privacy Statement

By giving your Personal Data to the APS, you agree to accept our privacy statement as amended from time-to-time. You will be deemed to have accepted any amendments to the statement if you continue to provide personal information to the APS after a new version of the statement is published.

We recognise the importance of privacy to our members and visitors and will keep this statement under review and any changes made from time to time will be posted on this website.

APS Cookie Policy

The APS website uses Cookies, including Google Analytics which enables Google to gather data on our visitors, in order for us to better understand interaction with our website and make improvements. A "cookie" is a piece of information, like a tag, which some websites create on your PC. Our cookies allocate each user of this website with a random number. This procedure does not entail the collection of any personal information. Our cookies will not be used to analyse your visits to other websites or track any internet searches you may undertake whilst on this website.

What if I don't want to accept cookies?

Your browser lets you choose whether to accept, not to accept or to be warned before accepting cookies. These settings can be found in the advanced preferences.