



## PRIVACY POLICY

Thank you for taking the time to carefully read our Privacy Policy. It is important for all of us that you understand how much we value and wish to protect the private information you choose to share with us. In the same way that we as individuals would not appreciate this sort of information being misused, we respect your privacy in how we collect, store, and allow your information to be used.

This policy sets out how we will make of the information you provide us and the measures we take to protect it.

We will treat all information that you provide in writing, through our website or by email, in a manner that is consistent with this policy.

### WHO WE ARE?

We are the **UK Bonsai Association** and you can find our contact details are as follows:

[info@ukbonsaiassoc.org](mailto:info@ukbonsaiassoc.org)

We are an informal bonsai community providing a variety of opportunities to share knowledge of bonsai (in all its associated forms: kusamono, suiseki, showing and display, clubs, etc) in the UK. We use the internet as the backbone of our community providing a network to distribute information.

### WHAT INFORMATION DO WE COLLECT?

We wish to collect the following personal information from you:

- name,
- email address(s),
- postal address,
- telephone number(s).

### HOW DO WE USE PERSONAL INFORMATION?

We collect your personal information when you join **UK Bonsai Association**, complete a contact form, sign up to receive our newsletter, etc. We will use your information to communicate with you with respect to the developments, upcoming events, learning opportunities, activities of the Association, and other relevant bonsai information. The information will be used to support communication by:

- account set up and administration of the same
- personalisation of the information we share with you
- encouraging you to take part in the development of the Association
- delivering events communication
- carrying out polls and surveys
- internal research and development purposes
- providing goods and services.



## PRIVACY POLICY

### WHAT LEGAL BASIS DO WE HAVE FOR PROCESSING YOUR PERSONAL DATA?

We collect this information with your consent which you may withdraw at any time.

You may withdraw and manage your consent by contacting us through this email address:

[info@ukbonsaiassoc.org](mailto:info@ukbonsaiassoc.org).

Please include the phrase **Personal Data Consent** in the subject line of your email; it would help us in the administration of the information.

### WHEN DO WE SHARE PERSONAL DATA?

#### HOW WILL WE SHARE THE DATA?

We collect your information solely for use to promote and inform you about the activity of UK Bonsai Association and others in the bonsai community.

We will not sell nor share your information with other groups, organisations and/or individuals or third parties, except as we may be required to do by law.

#### WHAT SAFEGUARDS WILL WE HAVE IN PLACE?

To protect your personal information, we hold it on a cloud-based server in encrypted files and not on any mail system. Only individuals of the Management Group will have access to this file.

#### WHAT PARTIES MAY WE SHARE THE DATA WITH AND WHY?

We will not sell nor share your information with other groups, organisations and/or individuals or third parties, except as we may be required to do by law.

#### WHERE DO WE STORE AND PROCESS PERSONAL DATA?

To protect your personal information, we hold it on a cloud-based server in encrypted files and not on any mail system.

### HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We will hold your information for the duration of your membership and move your data to a Dormant Register for one year after your membership lapses or you choose to withdraw consent to our retention and use of your information.



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Once your information is transferred to the Dormant Register you will be removed from circulation lists, accesses associated with membership, etc. within the limitations of any applicable law.

We will send one email on or near the anniversary that your information was entered in the Dormant Register confirming that your information will be removed. This email is to provide you with the opportunity to renew permission and re-join the Association prior to permanent omission of your information. Your information will be permanently removed on our next review of the Dormant Register after the entry anniversary, unless we hear to the contrary from you.

We will review the Dormant Register once each quarter.

### WHAT ARE YOUR RIGHTS IN RELATION TO PERSONAL DATA?

Under the General Data Protection Regulation (GDPR), we are required to manage access and control your personal information. The purpose of this policy note is to inform you how we respect your rights in respect of:

- access to personal information
- correction and deletion
- withdrawal of consent (if processing data on condition of consent)
- data portability
- restriction of processing and objection
- lodging a complaint with the Information Commissioner's Office

This is a general statement of your rights not a full statement.

### LODGING A COMPLAINT WITH THE INFORMATION COMMISSIONER'S OFFICE

In the event of needing to make a complaint to the Information Commissioner after trying to resolve the matter with the Association you can see various route to address your concerns on the Information Commissioner's Office on their website at:

<https://ico.org.uk/make-a-complaint/>

or call them on their helpline on 0303 123 1113.

### USE OF AUTOMATED DECISION-MAKING AND PROFILING

We do not use automated decision-making or profiling software.

# UK BONSAI ASSOCIATION



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### HOW TO CONTACT US?

You may contact us by email at the following address:

[info@ukbonsaiassoc.org](mailto:info@ukbonsaiassoc.org)

This address is connected to the Management Group which will respond to, and deal with your concerns and requests in a timely manner. In general, we will try and ensure that this is within 48 hours but on occasions this may extend. Please bear with the volunteers who support the Management Group on these occasions.

### USE OF COOKIES AND OTHER TECHNOLOGIES

We will use cookies on our website to monitor traffic and areas of interest on our website. This will be anonymised in as far as the software allows and be used to improve the content of our site and its interest value, and not to target individuals.

### LINKING TO OTHER WEBSITES / THIRD PARTY CONTENT

Information and links are provided in good faith, you should take appropriate measures to protect your personal information, systems and bonsai before proceeding as we do not warranty, endorse and/or confirm that the information or link is correct, safe or viable to address your issue.

While we take some measures to check our systems, websites and emails to avoid transferring any agent (harmful or damaging code, software, viruses, etc.) you should take measures appropriate to your system and circumstances to ensure no agent inadvertently compromises your system.

### REVISIONS

The Management Group may from time to time issue revised versions of these Rules.

This is Version 4