Introduction

This privacy policy sets out how the Friends of the University of Bristol Botanic Garden (‘the Friends’) uses and protects any personal information that you give us when you become a member of the Association or make a donation. The privacy and security of your personal information is important to us and we wish you to be confident about giving it to us.

What we collect

When you join the Friends or make a donation we may collect the following personal data which is required in connection with your membership.

- Name, address, telephone number and email address.
- Financial information such as credit or debit card or bank details and whether we can claim Gift Aid.

How we use your personal data

- Details are required for registration of membership.
- Financial information is used in connection with the payment of the annual subscription or donations or to claim Gift Aid.
- Your email or telephone number may be used if there are any queries regarding your membership.
- Your personal address will be used for issuing the Friends’ newsletter and the Botanic Garden Index Seminum.
- If you have provided an email address this will be used to send out the enews with additional information and updates on activities related to the Botanic Garden and its supporters.

Security

We are committed to ensuring that your information is secure in compliance with the General Data Protection Regulation and associate legislation. In order to prevent unauthorised access or disclosure, we have put in place suitable physical and electronic procedures to safeguard and secure the information we collect. You should be aware that your information is available only to the appropriate Friends’ committee members and event coordinators.

Controlling your personal information

We will not disclose your personal information to third parties. You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to membership@fubbg.co.uk

If you believe that any information we are holding on you is incorrect or incomplete, or if you believe you have submitted any personal information that you did not wish to divulge then please contact membership@fubbg.co.uk to get the information corrected or removed.