

# Passiflora Society International (PSI)

## Privacy Policy

This Privacy Policy provided under the General Data Protection Regulation (GDPR) covers all personal data collected and held by PSI

- on the main PSI website [www.passiflorasociety.org](http://www.passiflorasociety.org)
- on the cultivar registration website [www.passifloracultivars.org](http://www.passifloracultivars.org)
- and elsewhere

It tells you what personal data we at PSI collect on members and website visitors, how we treat your data, and what rights you have over it. If you are unsure about anything, or your question is not covered here or elsewhere on either website, please get in touch by one of the methods shown below.

### Who are we ?

PSI is a not-for-profit organisation with two main tiers of membership:

- **basic** which is free of charge, and
- **premium** for which an annual subscription is payable.

It is governed by a [constitution](#), to which all members are subject, and is run by a Management Committee elected by premium members. The Management Committee then appoints Officers to fulfil particular roles. The names of members of the Management Committee and Officers are shown on the [Our Officers page](#) on the main PSI website, which is looked after by the Web Administrator. The cultivar registration website is looked after by the Registrar, and all other administration by the Secretary.

Our Principal Place of Business, which is currently also the Registrar's Office, is:

Old Walland  
Brinkers Lane  
Wadhurst TN5 6LU  
East Sussex  
United Kingdom

### How can you get in touch with us ?

You can get in touch with us by one of the following methods:

- by using the website contact form
- by sending an email to a specific officer using the address shown on the main PSI website
- by letter to the Secretary of PSI at our Principal Place of Business

### What information do we collect ?

We collect and store several types of data:

- Membership Data
  - the information you have entered on a membership form (such as the registration and profile forms) (or otherwise supplied), that is, your name, email and postal address, and (optionally) your company name, telephone number and gender.
  - information about membership status and the IP address from which you last accessed the membership and subscription pages
- Cultivar Registration Data
  - if you have submitted a form applying to register a cultivar, the information you have entered on that form, including any photographs, together with any other information you have provided as part of the registration process. This information is of two types:

- Contact Details, meaning your full postal address, your email address and phone number, with the email address, if supplied, of the originator of the cultivar
  - Cultivar Details, meaning all other details relating to the application, including details of the cultivar itself, any photographs supplied, the name of the originator and yourself, and your name, city, state (or equivalent) and country
- Form Data
  - if you have completed any other form provided by PSI, such as a contact form, registration form for an event, form to purchase seeds or other items, or otherwise supplied similar information, the information entered on that form or otherwise supplied
- Event Data
  - if you have attended any PSI event, and have not explicitly opted out,
    - the fact that you have attended that event
    - any information you have provided during the proceedings which is recorded in minutes or summaries of that event
    - group photographs of you and any guest taken as a record of that event

### Why do we collect it, and how do we use it ?

The reasons vary with the types of data and people from whom we collect it:

- Membership Data
  - to enable us to communicate with you as a member and send you publications, invitations and other material to which you are entitled as a member
- Form Data
  - to enable us to respond to your queries, operate events in which you are interested, process purchases and send them to you, and so on
- Cultivar Registration Data
  - Contact Details: to allow us to communicate with you about your registration application and subsequently get in touch with you about the cultivar, in the event of any queries which arise or we receive
  - Cultivar Details: to add these to the Register of Passiflora Cultivars as a permanent record for eventual publication and/or one or more check-lists
- Event Data
  - to record details of the event for formal purposes, for reports in our newsletter and on the main PSI website and for our archives

### How long do we store it ?

The length of time varies with the type of data and people concerned:

- Membership Data
  - until your membership is cancelled.
- Form Data
  - for 24 months after your submission of the form or, if longer, 12 months after all matters relating to the submission have been resolved.
- Cultivar Registration Data
  - indefinitely
- Event Data
  - indefinitely

### Where do we store it?

Where we store data typically depends on how it originates, as follows:

- Membership Data and Form Data
  - which was entered on a form (such as the registration form) is stored securely on the main PSI website but may be downloaded from time to time for use by authorised Officers of PSI to their local hard drives to assist with particular tasks.
  - which was not entered by form but supplied otherwise, for example, by email, will be stored by officers of PSI on their local hard drives. Such data, along with all downloaded data will be deleted within 12 months of completion of the task or any subsequent task drawing on the same data

- Cultivar Registration Data
  - which was entered by form is stored electronically on the cultivar registration website, and, together with other data supplied as part of the registration process, on hard disk and in hard copy at the Registrar's Office.
- Event data
  - initially is held on cameras, mobiles, laptops and other photographic and recording devices.
  - subsequently it is stored on our website and may also be available on our social media pages. It may also be stored on hard disk and in hard copy at relevant Officers' premises.

### With whom is your data is shared ?

We do not share your data with any third party, except as set out below. Please click on the name of that party or other link to see their privacy policy.:

- to handle mailshots to our members efficiently we may where compatible with GDPR from time to time make use of [Mailchimp](#).
- to publish and distribute hard copies of the newsletter, we supply the postal address of premium members to [MagCloud](#) on an issue-by-issue basis.
- we use [Applegreen Websites](#) to assist us with the development and maintenance of the main PSI website. While assisting us they may have temporary access to data stored on the website, but are not permitted to use this data in any way, except for debugging and similar purposes.
- The main PSI website is hosted by 1and1 IONOS under a generic [Reseller Data Processing Agreement](#) between 1and1 IONOS and Weald Computer Systems Limited.
- The cultivar registration site is hosted by [Google Sites](#). The cultivar registration form uses a plugin by [Jotform](#) who store any data entered.
- when you need to pay for any subscription or purchase you make on our website, we pass summary details of you and your transaction to [Paypal](#).

### What is the legal basis on which we collect, retain and share data ?

We collect, retain and share your data on the following bases:

- Consent:
  - by submitting a membership or other form, you give your consent for us to collect, retain and share your data in accordance with this Privacy Policy
- Contractual obligation
  - by submitting a membership or other form, you are asking us to do something for you, and we need to collect, retain and share your data in accordance with this Privacy Policy in order to fulfil your request, whether formally contractual (as when you order seeds or are entitled to a publication by virtue of your level of membership) or otherwise.
- Legitimate interest
  - we use your data to fulfil our [mission](#) as stated on the main PSI website and to carry on our activities in pursuit of that mission
- Legal obligation
  - to the extent that PSI (that is, its Management Committee, Officers and members) are legally obliged to carry on their respect activities, we will use your data and data about them to enable us to do so

### What about cookies ?

A cookie is a piece of data stored on the user's computer tied to information about the user. Cookies used on our website do not contain personally identifiable information.

We use cookies to collect anonymised and aggregated data of visits and pathways through our websites, through Google Analytics. This data cannot be used to trace individual visitors.

For website visitors, this anonymised data is used to understand patterns of visitor behaviour on our website which we hope will lead to improvements.

Visitors to the website cannot be identified through the anonymised data we collect about their visit and the pathway they take through the site.

How Google uses the data when you use one of our websites may be found [here](#). This page also explains how you can disable this form of data collection if you prefer.

Analytics data is stored by Google for 50 months, after which it is automatically deleted.

You may also use your browser's 'private' or 'incognito' mode to prevent your visit from being counted as part of this data.

### What are your rights over your data ?

We are required to respond within 30 days to all requests regarding your data. You have the right:

- to ask that we declare what data we are storing about you;
- to request that we delete your data\*;
- to have the data sent to you in a portable digital format, for another company to use;
- to restrict us from processing your data;
- to rectify your data if it is wrong or out of date\*;
- disable the Google Analytics function by means of a [browser add-on](#) to ensure the prevention of the sending of any analytical information to Google.

*\* If your profile data is wrong or out of date, please go to the [Edit Profile Page](#) on the main PSI website where you can update it yourself. If you wish us to delete this data (which will entail cancelling your membership at the same time, please click on the Delete Account button at the bottom of the same page.*

### What happens in the event of a data breach ?

A data breach is defined as “the accidental or unlawful destruction, loss, alteration unauthorised disclosure of, or access to, personal data”.

If we become aware of a data breach that concerns you, we will contact you immediately as part of our efforts to limit the damage caused.

The ICO will be notified immediately if possible, but within 72 hours at the latest.

Any complaints about the ways we handle your data should be made to the [Information Commissioner's Office](#).

*Last updated: 9<sup>th</sup> August, 2019*