



Privacy Statement

Purpose of this Notice

This Privacy Statement outlines the way in which the SSBA will use 'personal data' provided to us (called 'personal information' in this document). Personal information includes any information that identifies you personally, such as your name, address, email address, telephone number and bank account details.

The SSBA recognises the importance of privacy and personal information and we have therefore outlined below how we use, disclose and protect this information. The SSBA is the data controller, because we decide how your data are processed and for what purpose.

Contact details for us are provided below.

How we use information

We may use the information you give to us:

- in the conduct of SSBA business;
- dealing with outgoing enquiries we make on your behalf or on behalf of others;
- to administer membership records;
- in relation to participation in SSBA activities;
- to provide you with information about news, events, and activities relevant to botanical art
- to fulfill contractual or other legal obligations.

Disclosure of information & basis for processing personal information

The SSBA will only share your personal information where this is necessary for legitimate business purposes. Information will not be shared with any third party out with the SSBA without your consent unless we are obliged or permitted to do so by law.

The SSBA may process your information in the course of its legitimate activities, with appropriate safeguards in place, as a charity and limited company, and on the basis that this information is not usually disclosed to any third party without your consent, and will not be disclosed unless absolutely necessary.

We may also process information where this is necessary for compliance with our legal obligations; where processing is necessary for the purposes of our legitimate interests and such interests are not overridden by your interests; and where you have given consent to the processing of your information for a particular purpose.

Storage and security of personal information

The SSBA will strive to ensure that personal information is accurate and held in a secure and confidential environment. We will keep your personal information for as long as you have regular contact with us or so long as we are obliged to keep it by law or may need it in order to respond to any questions or complaints or to show that we treated you fairly. When the information is no longer needed it will be securely destroyed or permanently rendered anonymous.

Getting a copy of your personal information

You can request details of the personal information which the SSBA holds about you by contacting us using the contact details given below.

Inaccuracies and Objections

If you believe that any information the SSBA holds about you is incorrect or incomplete or if you do not wish your personal information to be held or used by us please let us know. Any information found to be incorrect will be corrected as quickly as possible.

You have the right to object to our use of your personal information, or to ask us to remove or stop using your personal information if there is no need for us to keep it. There may be legal or other reasons why we need to keep or use your data, but please tell us if you think that we should not be using it.

If we are processing your data on the basis of your explicit consent, you can withdraw your consent at any time. Please contact us if you want to do so.

Contact us: You can contact us by getting in touch with our Secretary at secretary@thessba.org.

How to complain

You have the right to complain to the Information Commissioner's Office (ICO) about anything relating to the processing of your personal information by the SSBA. You may also contact the ICO if you require any information about the SSBA's registration as a data controller.

You can contact the ICO Scotland Office at:

Information Commissioner's Office,
45 Melville Street
Edinburgh
EH3 7HL

Tel: 0303 123 1115

Email: scotland@ico.org.uk

Or contact the ICO Head Office, either via its website at www.ico.org.uk or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.