

Friends of the Auckland Botanic Gardens Inc Privacy Policy

The Purpose of this Privacy Policy.

This Privacy Policy is issued by Friends of the Auckland Botanic Gardens Inc. The Friends are committed to protecting your privacy. This policy explains how we collect, store, use and disclose personal information provided to us in accordance with the information privacy principles set out in the Privacy Act 1993.

What personal information we collect.

When people choose to become a member of Friends of the Auckland Botanic Gardens Inc they are asked to provide the following information

- ◆ Full name
- ◆ Partner's name (if applicable)
- ◆ Postal address
- ◆ Telephone number/s
- ◆ Email address
- ◆ Status
- ◆ Specific skills that could support the Friends (optional)

What we do with your personal information.

The personal information is collected so that we are able to:

- ◆ communicate to our members about Friends and Auckland Botanic Gardens special events
- ◆ send newsletters
- ◆ determine their status for membership fee
- ◆ determine how they may be able to help the Friends
- ◆ offer discounts in a number of areas
- ◆ acknowledge any donation, sponsorship offers or bequests

How we collect personal information.

The people applying for membership will provide this information by completing an application form on either the membership brochure (a Growing Friendship) or the website. If people choose not to provide some information they may not enjoy all the benefits of membership.

The following personnel have permission to collect the personal information

- ◆ the Friends Administration Assistant or Secretary
- ◆ Administration staff at the Auckland Botanic Gardens visitor centre
- ◆ A designated representative from Growing Friends

How your personal information is protected and stored

We understand the importance of your personal information and have appropriate procedures in place to safeguard and secure the information we collect so as to prevent unauthorised access or disclosure, maintain data accuracy and ensure the appropriate use of that information.

We also take measures in respect of destroying or de-identifying personal information which is no longer needed for any lawful purpose.

The personal information which you supply is stored in a secure database which is operated only by the Administration Assistant or Secretary.

Only names and email addresses are stored on the Friends email system which is operated only by the Administration Assistant or Secretary.

The personal information you supply on the website is available only to the Administration Assistant or Secretary and Administrators of the Friends website.

Updating your personal information

You may obtain confirmation from the Friends as to whether or not we hold personal information about you. You may also request a copy of the information and/or request that corrections are made to it. To protect your privacy and the privacy of others, we may have to verify that you are who you say you are before we can give you access to, or change, information about you

Will we disclose your personal information to others?

We will not disclose or permit the use of any of your personal information without your prior consent unless required to do so by law.

What about links to other websites?

Our website may contain links to other sites that are not under our control. These websites have or should have their own privacy policies and we encourage you to review them. We have no responsibility for linked websites and provide them solely for your information and convenience.

Policy changes

We may review this policy from time to time and will notify you of any changes by posting an updated version on our website.

This policy represents our privacy policy as at 15 January 2016

Feedback, Questions or Problems

We welcome any feedback you may have regarding our Privacy Policy. If you have any questions or queries relating to the policy, or if you have any suggestions or problems please send an email to the Secretary at admin@friendsabg.co.nz or write to the Secretary, Friends of Auckland Botanic Gardens, 102 Hill Road, The Gardens, Auckland 2105.