

# APS Vic Privacy Policy

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## Who we are

Organisation name: Australian Plants Society Victoria, Incorporated; registration No: A0002023D ("APS Vic")

Website URL: <https://apsvic.org.au>

Organisation contact: [secretary@apsvic.org.au](mailto:secretary@apsvic.org.au)

Technical Contact: [webadmin@apsvic.org.au](mailto:webadmin@apsvic.org.au)

## What personal data we collect and why we collect it

We collect the following personal data for our membership database:

- Name
- Address
- Telephone number
- Email address
- Membership subscription transactional data (date, \$amount, district group membership, optional extras such as additional magazine subscriptions)

We need to retain this information in order to know who is a member of our organisation and require contact details so we can post copies of our quarterly magazine & any other hard-copy subscriptions. Personal contact information is supplied to our registered district groups in the form of their membership lists.

## Media

Any files loaded to our [YouTube channel Australian Plants Society Victoria](#) are publicly accessible. Videos can only be uploaded with approval from authorised members.

## Contact forms

Any text submitted via our contact-us page is sent to [secretary@apsvic.org.au](mailto:secretary@apsvic.org.au) and [webadmin@apsvic.org.au](mailto:webadmin@apsvic.org.au). We respond to any legitimate requests, and may forward the original request and email address to someone considered well-placed to assist.

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## Cookies

The APS Vic website is based on WordPress, and uses WordPress logins to recognise membership renewals. To this end, WordPress creates cookies for login authentication and session information.

## Analytics

We use Google Analytics to monitor site usage. The [Google Analytics Privacy Policy is here](#), and will describe what information they collect and how they use it.

## Who we share your data with

We share your membership data with any APS Vic district group(s) with which you have elected to be a member. We will not share your data with any other third party without your prior approval.

If you opt-in to the discount bulk-delivery arrangement between an APS Vic district group and the fertiliser company Neutrog ([www.neutrog.com.au](http://www.neutrog.com.au)), your name, email address and district group will be supplied to Neutrog. You can request to deregister from Neutrog at any time.

When you submit your credit card details to pay for membership, we pass these through to Stripe™, our payment processor. [The Stripe Privacy Policy can be found here](#).

Our web platform, WordPress, does not share any personal data with any third party.

## How long we retain your data

We will retain your details for the duration of your membership. Within 14 days of you ceasing to be a member, in accordance with Consumer Affairs Victoria<sup>1</sup>, we will remove all your personal details except for your name, and we will retain your membership start and end date and of which district group(s) you were a member.

## Contact information

For privacy-specific concerns, please contact [secretary@apsvic.org.au](mailto:secretary@apsvic.org.au).

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<sup>1</sup>

<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/membership>

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## Additional information

### How we protect your data

Your data is held in a password-protected MySQL database behind a WordPress password-protected frontend.

### What data breach procedures we have in place

We back up our membership database on a regular basis, but otherwise have no special procedures in place in the event of a data breach, such as malicious attack.

### What third parties we receive data from

We do not receive data about users from any third parties.

### What automated decision making and/or profiling we do with user data

We do not perform any automated decision-making nor member profiling.