



P.O. Box 52099, Garneau Postal Outlet, Edmonton, Alberta T6G 2T5

## **ANPC Website Privacy Policy**

This privacy policy discloses the privacy practices for [anpc.ab.ca](http://anpc.ab.ca). This privacy policy applies solely to information collected by this website. It will notify you of the following:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g., to ship an order JOTFORM & PAYAL.

Unless you ask us not to, we may contact you via email in the future to provide the Iris newsletter, info email, plant happenings, and let you know about future ANPC events or meetings, membership renewals, or changes to this privacy policy.

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or mailing address given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

### **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only volunteers authorised by the ANPC Board who need the information to perform a specific job (for example, secretary, treasurer, membership or communications officer) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via email at [info@anpc.ab.ca](mailto:info@anpc.ab.ca)**

### **Orders**

We request information from you on our order form. To buy from us, you must provide contact information (like name and shipping address) and financial information (like credit card number, expiration date). This information is used for billing purposes and to fill your orders. If we have trouble processing an order, we'll use this information to contact you.

### **Cookies**

We do NOT use "cookies" on this site.

Some of our business partners may use cookies on our site (for example, PAYPAL, JOTFORM). However, we have no access to or control over these cookies.

We use JOTFORM and PAYPAL to bill users for goods and services. These companies do not retain, share, store or use personally identifiable information for any secondary purposes beyond filling your order.

### **Links**

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Issue	Description	Date
1	ANPC Website Privacy Notice	2018-12-15
2	ANPC Website Privacy Policy Approved by the Board	2022-10-15