



24 May 2018

**THIS PRIVACY POLICY APPLIES TO MEMBERS OF
THE HIGH WEALD DIVISION OF THE SUSSEX BEEKEEPERS' ASSOCIATION
THE HIGH WEALD BEEKEEPERS' ASSOCIATION (HWBKA)**

IT EXPLAINS HOW WE PROCESS PERSONAL INFORMATION ABOUT YOU IN RELATION TO MEMBERSHIP OF OUR ASSOCIATION

What personal data does HWBKA collect?

The data we routinely collect directly from our members when they join the Association includes:

- Full name and home address
- Contact information, such as home and mobile telephone numbers and e-mail addresses
- Type of subscription, and the date and amount paid
- The number of colonies managed

For some or all of our members we may hold additional information such as:

- Details of your BBKA membership such as type and membership number
- Details of any beekeeping qualifications you may hold
- Details of any offices you may hold or have held in your local, regional or national beekeeping associations
- Teaching qualifications
- DBS checks (done with the member's knowledge and permission)
- Apiary locations

We may also keep details of some members interests such as:

- Specialist hive types
- Interests in other insects (Bumblebees etc.)
- Bee-related equipment and products

What is this personal data used for?

We use members' data for the administration of your membership; the communication of information, and the organisation of events. We provide your data to the British Beekeepers' Association (BBKA) and the Sussex Beekeepers' Association (SBKA) for their use as explained in the section below.



Who is your data shared with?

Your membership data is passed on to the BBKA and SBKA, of which you become a member when you join HWBKA. Your personal data is not passed on by us to organisations other than the Bee Disease Insurance scheme (BDI).

Where does this data come from?

Data for most of our members comes from them when they join HWBKA. The information held by the BBKA and SBKA will be updated by HWBKA when members contact us to update their information (typically by telephone, email or via our website).

How is your data stored?

This information is mainly stored in digital form on computers and in the form of written documents. Any information that is stored remotely is stored in compliance with the GDPR.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do not have a [statutory requirement to have a Data Protection Officer](#).

Who has access to your data?

Members of the committee of HWBKA have access to members' data in order for them to carry out their legitimate tasks for the organisation.

HWBKA may appoint sub-contractors for specific IT support and in so doing those sub-contractors may have access to data specifically for the tasks for which they have been engaged.

What is the legal basis for collecting this data?

HWBKA collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation representing Honeybees and Beekeepers.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact the membership secretary (the.hwbka+membership@gmail.com).

You can contact us with a "[Subject Access Request](#)" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month. There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.



Does HWBKA collect any “special” data?

The GDPR refers to sensitive personal data as “special categories of personal data”.

We do not record any such special data

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- You could maintain your Association membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address, but of course this would limit what we and the BBKA and SBKA are able to provide you with in the way of written information, so you would not be able to get the BBKA News delivered in printed form or any other benefits that require a postal address.
- You do not need to provide us with your date of birth unless you wish to enter age-limited events (such as the IMYB) or gain any concessions based on age.
- You may choose not to receive information emails from HWBKA (we do not send any out on behalf of other organisations).
- Any of these options can be implemented for your Association membership by contacting HWBKA.

How long we keep your data for, and why?

We normally keep members’ data after they resign or their membership lapses in case they later wish to re-join for a maximum period of 3 years. However, we will delete any former member’s contact details entirely on request.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

What happens if a member dies?

We normally keep members’ information after they die. If requested by their next-of-kin to delete it, we will do so on the same basis as when requested to remove data by a former member.