

# Darlington Beekeepers Association (DBKA)



## Privacy Notice

### What personal data does DBKA collect?

The data we routinely collect includes members' names, addresses, email addresses and telephone numbers. We collect this data directly from our members when they join the Association.

For some of our members we may have additional information such as committee memberships, beekeeping and teaching qualifications with the members knowledge and permission.

### 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 Yorkshire Beekeepers Association (YBKA) of which DBKA is a district. YBKA provide your data to British Beekeepers Association (BBKA) for their use as explained in the section below.

### Who is your data shared with?

Your membership data is passed on to YBKA and then to the BBKA, you become a member of both of these when you join DBKA. Your personal data is not passed on by us to organisations other than the Bee Disease Insurance scheme (BDI), for the purpose of insuring your bees and the National Bee Unit (NBU) for the purpose of control of notifiable pests and diseases.

### Where does this data come from?

Data for most of our members comes from them when they join DBKA or when they update their information. The information held by the BBKA may be updated by DBKA or YBKA if you have given them permission to change your record.

### How is your data stored?

This information is mainly stored in digital form on computers and in the form of written documents stored in compliance with the GDPR. 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. The person who is responsible for ensuring DBKA discharges its obligations under the GDPR is the Membership Secretary.

### Who has access to your data?

Members of the committee of DBKA have access to members' data in order for them to carry out their legitimate tasks for the organisation. Course co-ordinators have access to course member data for the duration of course administration.

### What is the legal basis for collecting this data?

DBKA 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. 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 DBKA 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 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 DBKA.
- Any of these options can be implemented for your Association membership by contacting the Membership Secretary.

#### **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 period of 2 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.

NOTE: DBKA is a charity claiming Gift Aid, if you have consented to Gift Aid DBKA needs to hold your details for up to seven years to comply with any future HMRC query.

#### **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.