

# VALE AND DOWNLAND BEEKEEPERS' ASSOCIATION

Registered Charity No: 1015801

BBKA Area Association Member

## DATA PRIVACY NOTICE

The Vale and Downland Beekeepers' Association (V&DBKA) is an Area Association Member of the British Beekeepers' Association (BBKA).

This Data Privacy Notice –

- explains how we use any personal information we collect about you when you contact, or join, the V&DBKA;
- has been approved by the V&DBKA Committee and will be reviewed every two years or in the event of a major change, whichever is sooner.

### Topics:

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### Document Approval:

| Version | Approved Date | Approver         | Review Date  |
|---------|---------------|------------------|--------------|
| 2.0     | 18 May 2018   | V&DBKA Committee | 17 May 2020  |
| 3.0     | 29 July 2020  | V&DBKA Committee | 28 July 2022 |
| 4.0     | 25 Mar 2021   | V&DBKA Committee | 24 Mar 2023  |

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## 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be made by the information alone or in conjunction with any other information in the V&DBKA's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

## 2. How do we process your personal data?

The V&DBKA complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- i. To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- ii. To administer membership and library records;
- iii. To manage our volunteers;
- iv. To maintain our own accounts and records (including the processing of gift aid applications);
- v. To inform you of news, events, activities running at the V&DBKA, the BBKA, or other beekeeping organisations in which you may be interested;
- vi. To share your contact details with the BBKA so they can process your BBKA membership and insurance applications;
- vii. To share your contact details with the Regional Bee Disease Officer and Beecraft, as notified by yourself on your application for membership of the V&DBKA.

## 3. What is the legal basis for processing your personal data?

- i. Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about beekeeping events;
- ii. Processing is necessary for carrying out obligations under the V&DBKA membership of the BBKA and charity law;
- iii. Processing is carried out by a not-for-profit body provided: -
  - a. the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - b. there is no disclosure to a third party without consent.

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## 4. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with members of the V&DBKA Committee or Librarian for purposes connected with the V&DBKA. We will only share your data with third parties outside of the V&DBKA with your consent.

## 5. How long do we keep your personal data?

The V&DBKA hold your personal data for the periods outlined in the table below:

| Data  | Format   | Retention period  |
|---|--|---|
| Membership renewal/application                              | Electronic<br>BBKA<br>eReturn2<br>Membership<br>System | Seven years (year of application, plus six years from the end of the accounting period the Gift Aid declaration relates to <sup>1</sup> ) |
| Membership application, which includes Gift Aid declaration | Paper  | Not retained – on receipt is transferred in to the eReturn2 system, and the paper form is destroyed.                                      |
| Membership enquiries  | All  | Not retained  |
| Library records – name and email address only               | Paper  | Retained by the Librarian for as long as the book's record card remains in existence  |

The retention of your personal data which the V&DBKA has shared with other organisations, and for which you have given your permission, will be subject to their own data retention policy.

## 6. Access to your information and correction.

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- i. The right to request a copy of your personal data which the V&DBKA holds about you;
- ii. The right to request that the V&DBKA corrects any personal data if it is found to be inaccurate or out of date;
- iii. The right to request your personal data is erased where it is no longer necessary for the V&DBKA to retain such data;
- iv. The right to withdraw your consent to the processing at any time;
- v. The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

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<sup>1</sup> Retention periods of information related to Gift Aid declarations is defined by HMRC

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- vi. The right to lodge a complaint with the Information Commissioners Office.

## **7. Changes to our Data Privacy Notice**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, or make changes to this notice then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **8. How to contact us**

To exercise all relevant rights, queries of complaints please in the first instance contact the V&DBKA Secretary [secretary@valeanddownlandbees.org.uk](mailto:secretary@valeanddownlandbees.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.