

# LINCOLNSHIRE BEEKEEPERS' ASSOCIATION

## DATA PRIVACY POLICY



### 1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described, when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.lincsbka.org.uk](http://www.lincsbka.org.uk) regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.
- 1.5 The term Member shall include all current categories as shown in the Membership policy
- 1.6 This policy (Version 1) was agreed and adopted at the Association's Committee Meeting on Tuesday 10th April 2018.

### 2. Who are we?

- 2.1 We are Lincolnshire Beekeepers' Association. We can be contacted at [www.lincbka.org.uk](http://www.lincbka.org.uk) or [secretary@lincsbka.org.uk](mailto:secretary@lincsbka.org.uk)
- 2.2 Data will be collected by a District Membership Secretary for the LBKA

### 3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the LBKA and British Beekeepers Association (BBKA) on an annual basis	Performing the Association's contract with the Member.

		For the purposes of our legitimate interests in operating the Association.
Date of birth / age related information	Managing membership categories which are age related	Performing the Association's contract with the Member.
Photos and videos of members	Putting on the Association's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Member's name, address and number of hives	Passing to Bee Disease Insurance (BDI) for the purpose of insuring the Member's hives according to the Member's instructions.	For the purposes of our legitimate interests in operating the Association and / or the legitimate interests of the BDI in its capacity as an insurance company

#### 4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EEA without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### 5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required

to do so by law or as set out in the table above or paragraph 5.2 , 5.3, 5.4, 5.5, and 5.6 below.

- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. You are entitled to opt out of this by contacting the data compliance officer or by a statement on your annual membership renewal form.
- 5.3 The District Membership Secretary will pass your details to the County Membership Secretary of the LBKA for the purpose of effecting your membership of that organisation. This information will be passed to the LBKA in a method which is compliant with their Data Privacy policy.
- 5.4 LBKA will pass your details to the British beekeepers' Association for the purpose of effecting your membership of that organisation. This information will be passed to the BBKA in a method which is compliant with their Data Privacy policy.
- 5.5 LBKA will pass your details to Bee Disease Insurance LTD for the purpose of effecting the insurance of your hives in accordance with their terms and conditions. This information will be passed to BDI in a method which is compliant with their Data Privacy policy.
- 5.6 LBKA will pass sufficient of your details to HRMC for the purpose of claiming Gift Aid from HRMC, where you have specifically agreed to this on your membership form.

## 6. How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as you are a member of the Association and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

## 7. Your rights

- 7.1 You have rights under the GDPR:
  - (a) to access your personal data
  - (b) to be provided with information about how your personal data is processed
  - (c) to have your personal data corrected
  - (d) to have your personal data erased in certain circumstances
  - (e) to object to or restrict how your personal data is processed

- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to the LBKA Secretary at [secretary@lincsbka.org.uk](mailto:secretary@lincsbka.org.uk)