

WEST SUSSEX BEEKEEPERS' ASSOCIATION



Chichester Division

Division Privacy Notice

This notice explains how the Chichester Division of West Sussex Beekeepers Association processes the personal data it holds about you both fairly and lawfully.

Data Protection Officer (DPO)

Under Article 37 and WP 29 of the GDPR we are not required to appoint a DPO as (i) we are not a public authority, (ii) our data processing is small scale (iii) it does not involve sensitive data. However you may contact the Division Officers and principally the Membership Secretary, for enquiries regarding the personal data we hold about you.

What personal data does Chichester Beekeepers collect?

The data we routinely collect includes members' names, addresses, phone numbers and email addresses. We collect this data directly from our members when they join the Association. We generate information such as the year of joining the Association and for those who have trained with us, the date of attending the training course.

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. Where applicable we provide your data to the British Beekeepers Association (BBKA) for their use as explained in the section below.

What is the legal basis for processing the information?

We will only process data for the purpose for which it was collected. We will NOT give or sell it to other organisations for marketing purposes. The majority of processing is based on your consent when you join or renew your membership to receive our monthly communications.

We process on the basis of legitimate interest to fulfil our services to you such as sending the monthly newsletters or notifications relating to events or beekeeping information which may be relevant from time to time.

Who is your data shared with?

For the appropriate types of membership, where you become a member of BBKA when you join Chichester Beekeepers, your data will be passed to them for membership purposes and also to BDI for the Bee Disease Insurance scheme and the Bee Inspectorate. Your data will not be passed to other organisations except for specific reasons separately and specifically approved by you.

Where does this data come from?

Data for most of our members comes from them when they joined Chichester Beekeepers or when they update their information either directly or via their local association records. The information held by the BBKA will be updated with any changes

How is your data stored?

This information is mainly stored in digital form in password protected files on private computers and some printed backup lists stored securely.

Who has access to your data?

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

What is the legal basis for collecting this data?

Chichester Beekeepers 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 in the first instance.

Does Chichester Beekeepers 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 Chichester Beekeepers (we do not send any out on behalf of other organisations).
- 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. Personal information collected in any form will only be retained so long as it is required: a) for the purpose for which it was collected; b) to be retained by law; or c) to address any issues that may arise at a later date. When your personal information is no longer required for these identified purposes, we use secure procedures to destroy, delete or erase the personal information. 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.