



West Sussex Beekeepers' Association Privacy Notice

What personal data does West Sussex Beekeepers' Association collect?

The data we routinely collect from the Divisions includes members' names, addresses, email addresses and dates of birth for Junior members. The Divisions collect this data directly from our members when they join the Association.

For some of our members we may have additional information such as bank details (for the Convention and Auction) and committee memberships done with the member's 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 British Beekeepers' Association (BBKA) for their use as explained in the section below and Bee Diseases Insurance (BDI) for the administration of your bee diseases insurance.

Who is your data shared with?

Your membership data is passed on to the BBKA, of which you become a member when you join West Sussex Beekeepers' Association and the County Divisions. Your personal data is not passed on by us to organisations other than the Bee Disease Insurance scheme (BDI).

Any members included on a Group Email will be done with the member's knowledge and permission. Any group member has the right to withdraw consent at any time, use an alternative email address or be blind copied.

Where does this data come from?

Data for most of our members comes from them when they join West Sussex Beekeepers' Association or when they update their information either directly or via their local association records.

The information held by the BBKA may be updated by West Sussex Beekeepers' Association if you have given it 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 by the responsible committee member/s. Any information that is stored remotely is stored in the EU/ in compliance with the GDPR and documents will be password-protected.





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 persons who are responsible for ensuring West Sussex Beekeepers' Association discharges its obligations under the GDPR are the Association and Divisional committee members.

Who has access to your data?

Members of the committee of West Sussex Beekeepers' Association 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?

West Sussex Beekeepers' Association 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 your 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 West Sussex Beekeepers' Association 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 or join as a 'Junior' member.
- You may choose not to receive information emails from West Sussex Beekeepers' Association (we do not send any out on behalf of other organisations).
- Any of these options can be implemented for your Association membership by contacting your 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.

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