



# LBKA Data Privacy Policy April 2018

## 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.lincolnshirebeekeepers.co.uk](http://www.lincolnshirebeekeepers.co.uk) regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the UK General Data Protection Regulation (**UKGDPR**) when dealing with your personal data. Further details on the UKGDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the UKGDPR, we will be the "data 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 Central Council meeting Tuesday 9<sup>th</sup> January 2018

## 2. **Who are we?**

- 2.1 We are the Lincolnshire Beekeepers Association. Contact details can be found at [lincolnshirebeekeepers.org.uk](http://lincolnshirebeekeepers.org.uk)
- 2.2 Data will be collected by each districts membership secretary and held on eR2 content management system [www.er2.membershipservices.org.uk](http://www.er2.membershipservices.org.uk)

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

<b>Type of information</b>	<b>Purposes</b>	<b>Legal basis of processing</b>
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the LBKA on an annual basis. BBKA use the held address to post the BBKA news.	Performing LBKA's contract with the Member. For the purposes of our legitimate interests in operating LBKA. BBKA news is part of the membership package
Date of birth / age related information	Managing membership categories which are age related.	Performing the LBKA's contract with the Member.
Photos and videos of members	Putting on the LBKA website and social media pages and using in press releases.	Consent. We will seek the Member's consent. Member may withdraw their consent at any time by contacting us by e-mail or letter.

#### **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 and 5.5 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 your membership secretary.
- 5.3 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 through eR2 membership system. (<https://www.bbka.org.uk/gdpr-privacy-policy>).
- 5.4 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.
- 5.5 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 LBKA 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 UKGDPR through a subject access request:
  - (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