



Warwickshire Beekeepers Association

Privacy Policy

This policy applies to members of the Warwickshire Beekeeper Association and its associates, and It explains how we process and store personal information about our members in relation to membership of our Association to comply with the General Protection Regulations, 2018.

By providing your personal information to WBKA, you agree that we may collect, use and disclose your personal information in accordance with the terms of this Privacy Policy, as updated from time to time.

1. Introduction

The Warwickshire Beekeepers Association (the WBKA) and its constituent Branches is a Charity registered in England – registration number 500276. In turn, WBKA is itself a member organisation of The British Beekeepers Association (BBKA), Bee Diseases Insurance Ltd. (BDI) and acts as an agent for the collection of subscriptions for the BBKA and premiums for BDI. WBKA also has relationships with Beecraft and Beebase.

This Privacy Policy applies to all these activities. For the purposes of this statement, members- whether individuals, Branches or other groups- are referred to as 'members'.

This Privacy Policy has been prepared to inform you of our policies and practices concerning the collection, processing and security of your personal information which we use in relation to our activities within the WBKA.

2. Personal information.

For this Privacy Policy, personal information means any information we may hold about you, which is recorded in any form in order to provide you with membership and other services we offer, and to keep you informed about our activities. We have a legitimate interest to process your personal information and this Privacy Policy explains why and how we collect, use and store your personal information.

3. What type of personal information do we use?

All personal information is held in strict confidence and not revealed to anyone outside WBKA unless it is necessary in relation your membership of WBKA or is otherwise expressly or implicitly authorised by you or required by applicable law. In the course of our relationship with you, we will need to collect, process, and sometimes, disclose various types of personal information for various purposes associated with your membership. The personal information we collect may vary between individuals and may include some or all of the following:

- Your full name and home address;
- Contact information, such as your home and mobile telephone numbers and e-mail addresses;
- Details of the numbers of beehives you manage;
- Details of any beekeeping qualifications you may hold;
- Details of any offices you may hold or have held in your local, regional or national beekeeping Associations;
- Whether you have accepted or unsubscribed from our mailing lists or those of the BBKA or other bodies we are members of, including BDI, Beecraft, BeeBase, or BeeConnected;
- Any other personal information that you may voluntarily provide to us.

4. How do we use your personal information?

WBKA uses personal information for the purposes set out in this Privacy Policy. Under no circumstances will we sell any of your personal information to another organisation for them to promote their products or services to you. We may use your personal information for the following purposes:

- **Information:** to provide you with details of our activities, and those of other beekeeping groups;
- **BBKA;** to enable BBKA and the WBKA to provide the services to you that we have agreed, including the provision of a monthly magazine by post, email or other means as you have indicated;
- **Insurance (BDI):** to fulfil our obligations under the insurance contract with BDI that we act as agents for in this matter;
- Any purpose which is required by applicable law; and
- To carry out any other purpose which is disclosed to you and to which you consent.

5. Use of your information hosted by systems outside the European Economic Area (EEA)

We may sometimes use services which are hosted in Countries outside the EEA where the level of protection may not be as comprehensive as it is within the EEA. Where appropriate, we will have procedures in place to ensure that your personal information is adequately protected.

6. Accuracy and access

We will endeavour to ensure that any personal information provided by you and/or held by us is as accurate, current and complete as necessary for the purposes for which we use that information.

You have a right to request access to your personal information and to request a correction to it in a timely manner if you believe it is inaccurate. If you believe that your personal information is not accurate, or you require access to your personal information, you may make a request to your Branch Secretary using the contact details below. We may verify your identity to our satisfaction prior to doing so.

There may be circumstances where access cannot be granted. In such cases you will be notified of the reason why it is not possible to grant access to your personal information.

7. Limiting collection, use, disclosure and retention of personal information

WBKA may collect and store your personal information in many forms (hard/soft copy, electronically, facsimile, telephone conversations/recordings, etc.), but will only do so by lawful means and only for necessary purposes that have been disclosed to you.

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.

8. Storage and security

WBKA has taken steps to maintain physical, procedural and technical security for personal information. We will take appropriate technical and organisation measures to keep your information confidential and secure in accordance with our internal procedures.

9. Our website and social media

This Privacy Policy includes activity in relation to our website (<https://warwickshirebeekeepers.org.uk>) and other websites belonging to Branches of WBKA.

No personally identifiable information will be displayed on our website without your consent.

1) Online Data protection

We may request or collect personal information from online users in a variety of ways, including through online forms for ordering products and services, and other instances where users are invited to volunteer such information. "Personal information" in this privacy policy, we mean *information, which identifies you as an individual*, or is capable of doing so – for example, your name, address, telephone number, email address, date of birth and billing information.

2) Non-personally identifying information

We may also collect information on how users interact with our websites by using cookies and log files which may include your Internet Protocol (IP) address, browser "user-agent", pages viewed and other activities similar activities.

10. Accountability

WBKA takes the protection of personal information seriously. We require all the other organisations who provide services in connection with our activities to comply with these obligations.

Our Data Protection Officer (DPO) is elected at the AGM each year in accordance with our Constitution (list of officers) The WBKA will review the policy annually. We may change our privacy policy from time to time or how your data is processed under GDPR. New policies will be published on our web site.

11. Contact us

Locally. Your local Branch Secretary as listed: <https://warwickshirebeekeepers.org.uk>

By post: The Honourable Secretary of the Warwickshire Beekeepers Association, whose address will be provided by your local Branch Secretary.

By email to the data protection officer: dpo@warwickshirebeekeepers.org.uk.

Notation and end notes

This Privacy Policy complies with the General Data Protection regulations (GDPR) 25 May 2018.

Date ratified by Trustees: 20/05/2018

Review dates: