



Bedfordshire Beekeepers Association Privacy Notice

Contents

1	Who we are and our contact details	1
2	What information we collect, why we have it, the lawful basis and how long we keep it	1
3	How we get the information	3
4	With whom we share your data	4
5	Your data protection rights	4
6	How to complain	4

1 Who we are and our contact details

Name: Bedfordshire Beekeepers Association
 Website: www.bedsbka.org.uk
 E-mail: secretary@bedsbka.org.uk
 Charity Registration: 1184466

We are the Bedfordshire Beekeepers Association (BedsBKA), founded in 1922 and a charity regulated by the Charity Commission (a charitable incorporated organisation or CIO). Our objective is to preserve the honey bee by furthering the craft of beekeeping and educating the public of the benefit of the bees in the environment.

We are classed under the UK General Data Protection Regulations (GDPR) as a data controller. That means we decide how the personal data that we collect about you is processed and for what purposes.

2 What information we collect, why we have it, the lawful basis and how long we keep it

We collect and process the following member specific information:

What data	Why (What purpose(s))	Which Lawful Basis	How Long We Keep it
Contact details (name, address, email, phone)	Managing your membership. Swarm management (collection and receipt if you participate). Liaising with you regarding association business, training, stock collection and ordering. In conjunction with our financial records to satisfy HMRC, Charities Commission and any other statutory record keeping requirements.	Contract Legitimate Interests – we have a legitimate interest to maintain contact details for the purposes described	The length of your active membership + 7 years (statutory)
Date of Birth	Optional entry - is a feature of the WebCollect membership application function. May be used to confirm Student Membership (under 18) eligibility.	Contract Legitimate Interests – to clarify when Student Membership (under 18) expires	The length of active Student Membership (under 18)
Agreement to comply with the terms and conditions of the Association, including its rules and policies	To ensure that the Association rules are understood by all members	Contract	The length of your active membership



Bedfordshire Beekeepers Association Privacy Notice

What data	Why (What purpose(s))	Which Lawful Basis	How Long We Keep it
Beekeeping qualifications	So that we're able to assess the knowledge and understanding of the overall membership and provide tailored support and mentorship appropriate to the individual member	Legitimate Interests – we have a legitimate interest to understand the knowledge of beekeeping of our members	The length of your active membership
History of WebCollect orders and payment (including membership and membership grade, training courses, magazine subscriptions, other ticketed events) including payment method (bank transfer, cheque, direct debit)	To ensure that we maintain our financial records to satisfy HMRC, Charities Commission and any other statutory record keeping requirements.	Legal obligation (e.g. Adherence to the Charity Commission accounting requirements – CC15C, section 3.2)	The length of your active membership plus 7 years
Whether you wish to be a swarm receiver or swarm collector.	So that members can liaise directly regarding swarm receipt and so that members of the public are able to locate a beekeeper close to them for swarm removal	Legitimate interests – to maintain an up-to-date record of swarm collectors and receivers	Refreshed annually
Whether you agree to auto renew your membership	So that your membership renewal can be managed seamlessly.	Legitimate interests. We have a legitimate interest to maintain these to enable payment	The length of your active membership
Your agreement to include contact details in the printed and electronic versions of the annual Yearbook	So that members can contact each other should they wish	Consent	Refreshed annually - you can change your consent at any time (but this does not apply retrospectively)
Your agreement (or not) for us to reclaim Gift Aid and records of gift aid claims submitted in your name.	So that we're able to maintain mandatory records for HMRC (tax) purposes	Legal Obligation (Adherence to The Donations to Charity (Gift Aid Declarations) Regulations 2016)	7 years (statutory)
Stockists will maintain records of your purchases and wax contributions	So that we're able to maintain mandatory records for HMRC (tax) purposes, Charities Commission and any other statutory record keeping requirements.	Legal Obligation	7 years (statutory)
Our Asset Manager keeps a list of names of those retaining assets	To ensure that we know where our assets are. This enables us to make sure they're available to members who need them, as well as allowing us to maintain them and replace if necessary.	Legitimate Interests – we have a right to know where our assets are and to maintain access to them	The length of active membership and until an asset is returned if a member leaves



Bedfordshire Beekeepers Association Privacy Notice

What data	Why (What purpose(s))	Which Lawful Basis	How Long We Keep it
Your Facebook name and your member's name should you choose to join the Beds BKA Facebook Chat group	To manage access to the group to ensure that only members are included and to manage members who post content that is against group rules.	Consent	The length of membership of the FB group, or the Association – whichever applies
Your name is recorded if you attend some meetings in the minutes and in other governance documents	To ensure we maintain records for governance purposes	Legitimate Interests – we have an interest in who participated in association meetings.	No specific end date (ongoing reference)
Your attendance at training courses and talks that the Association holds, such as improver courses and winter talks	To maintain training records for the membership. This contributes to our status as a charity as evidence that we are giving back to the community. This also helps us plan future training needs across the membership	Legitimate Interests – we have an interest in our members training attendance and requirements	No specific end date (ongoing reference)
Any reasonable adjustments you may need to attend one of our meetings / events	Only held for the specific event you may be attending. We need to do this to comply with equalities legislation	Legal Obligation (Equality Act 2010)	Destroyed immediately after the event
Treasurer maintains your bank details if you have claimed expenses (including those of non-members)	To enable payment of further expenses	Legitimate Interests – we want to make payment of expenses easier for both the Association and for members.	The length of membership or deletion is requested.
If you're an administrator for our website, we will maintain access details for security and access management purposes	So that we can maintain security and continuity of our website	Legitimate Interests – we have the right to maintain security and access to the website	For the period served as an administrator
Apiarists and others may hold paper copies of the "Record of Beekeeping Activity" which also lists next of kin details and place and dates of beekeeping activity, as well as relevant medical information	Health and safety of the visitor.	Legitimate Interests	For the period of the planned apiary visits + 1 month

3 How we get the information

We obtain information about you when you register to join BedsBKA; use our system WebCollect; when you contact us about subscriptions, products, and services; attend a meeting; when you donate or if you engage in beekeeping activities with us.



Bedfordshire Beekeepers Association Privacy Notice

4 With whom we share your data

We share your information only with those organisations or people that have a genuine need:

- WebCollect – to process applications to join the Association or to renew membership; to send you correspondence, such as Annual General Meeting notifications; the Yearbook and general beekeeping updates and correspondence; to notify you of any changes to our services; to seek your views or comments on the services we provide or about your beekeeping activity; to process a donation you have made; process any orders that you have made (e.g., training; event attendance; magazine subscriptions; beekeeping equipment purchases etc.);
- BeeCraft – we provide your name and address to the supplier for magazine subscriptions you have selected
- Our insurance broker and insurance company - we provide your details, should they be required (for instance if you wish to make a claim), to the Insurance Broker and Insurance Company which provides members with insurance according to their terms;
- If we are requested, we will provide your details to the HMRC, for instance in connection with purchases you may make using our bulk purchase scheme or with respect to gift aid;
- If we are requested, we will provide your details to any law authorities, for instance with respect to any safeguarding issue.
- Emergency services in the very rare event that you need assistance from them, for example for treatment for anaphylaxis during an apiary visit

No information is processed by us outside the UK.

5 Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at secretary@bedsbka.org.uk if you wish to make a request or if you have any complaints.

6 How to complain

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

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

Helpline number: 0303 123 1113