

Southend-on-Sea and District Division EBKA Privacy Notice.

Privacy Notice for Members

At EBKA, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information [Personal data] about people who are members of the **Essex BeeKeepers' Association [EBKA]**, in particular the Southend-on-Sea and District Division [Division], how we use it, the conditions under which we may disclose it to others and how we keep it secure as part of compliance with applicable data protection law.

We may change this notice from time to time so please check this page occasionally to ensure that you're kept aware of any changes. This notice was last updated in October 2018. Any questions regarding this notice and our privacy practices should be sent by email to the Divisional Secretary or any Divisional Committee Member.

Who are we?

EBKA is a registered Charity, with registered Charity No. 1031419. For more details on the EBKA and its purpose please see the EBKA website <https://ebka.org> and its Rules. The Division is a division (branch) of the EBKA.

How do we collect information from you?

We obtain information about you when you subscribe to be a member, for example, when you complete and submit a subscription form and via associated correspondence like email.

What type of information is collected from you?

The personal information we collect might be all or any of the following as you provide to us:

Your name, surname, home address, email address, telephone number, mobile number, work telephone number, number of hives, location of hives (postcode, method of payment, payment (bank) details, tax status (gift aid), BBKA membership number, type of membership and BDI Insurance membership. The Division may also collect and process, willingness to collect swarms, willingness to receive swarms, subscriptions to BeeCraft, donations, and meeting and course attendance.

How is your information used?

We collect personal information to meet our contractual obligations in processing and administering your membership and for our legitimate interests in the daily management of the Division such as, providing training courses, monthly meetings and organising swarm collection and assessing the membership of the Division as a whole. Particularly the Division may use your information to:

- process membership application;
- administer membership payments (fees);
- process a donation that you have made;

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- carry out our obligations arising from any contracts entered into by you and us;
- seek your views or comments on the services we provide;
- notify you of changes to your membership;
- send you communications (such as the monthly Division newsletter and the EBKA monthly magazine (The Essex beekeeper) and any ad hoc email notices which you have requested or that the Division believes may be of interest to you;
- send you communications in respect of monthly meetings, AGMs and EGMs;
- obtain BBKA membership benefits;
- administer your participation in any Divisional subscriptions or bulk buys;
- administer training courses;
- and
- administer your BDI insurance membership.

Your personal information will be retained by the Division. We are legally required to hold some types of information to fulfill our statutory obligations (for example the collection of Gift Aid) and could be subject to prescribed retention periods by relevant legislation. Otherwise the Division will hold your personal information on our systems for as long as is necessary for the relevant activity (such as the period of your membership plus a period thereafter).

Who has access to your information?

The Division will not sell or rent your information to third parties nor share your information with third parties for marketing purposes.

The Division will pass your information to any or all of the following as is appropriate to your membership and activities you wish to be involved with: the BBKA (membership), BDI (membership and disease insurance), the National Bee Unit (NBU) part of Animal and Plant Health Agency (APHA), Beecraft (magazine subscription) and, where you are collecting swarms, to local authorities, libraries, police departments and make relevant information available on the Divisional website to the public.

The Division may pass your information to selected third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services as part of the daily management of the Division (for example to process membership fees (Bank), to send you mailings and to obtain insurance and legal services (insurers/lawyers)). However, when third parties are used, only the minimal necessary personal information is shared to achieve the aim and typically there will be a contract in place to keep your information secure and not to use it for their own direct marketing purposes, unless we are legally obliged to share such data.

Transferring your information outside of Europe.

The Division will not readily in the course of managing the Division transfer your personal information outside of Europe. Should this be necessary you will be advised of any onward transfer of your details before or at the time unless the Division is under a legal duty to make such a transfer.

Security precautions to protect your information.

When you give us personal information, we take steps to ensure that it's treated securely.

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Information is stored on computers of Divisional Committee Members. When your information is shared within the Division or to the EBKA Trustees (CEC), such as the Members' Secretary or County Treasurer; efforts will be made to ensure that spreadsheets and attachments are appropriately password protected or unnecessary personal information has been redacted/removed. Emails are suitably marked and email addresses are hidden in circulations. Computers of those persons handling personal information are required to maintain suitable security of their computers; firewalls and security programmes as you would your own.

16 or Under: Where the Division is processing personal information on minors, this will always be done under the awareness and consent of the parent/guardian.

How you can access and update your information. The accuracy of your information is important. If you change email address, or any of the other information held is inaccurate or out of date, please notify the Secretary by email to correct it.

You also have rights under data protection law including:

- The right to access your information (Data Subject Access),
- The right to erasure (right to be forgotten),
- The right to rectification (correction of data),
and
- The right to object to processing.

If you have any questions about your information or wish to exercise a right, please contact the Divisional Secretary in the first instance.