



# EssexBeekeepers'Association

## Privacy Policy

**THIS PRIVACY POLICY COMPLIES WITH GDPR AND EXPLAINS HOW WE, THE ESSEX BEEKEEPERS' ASSOCIATION, PROCESS YOUR PERSONAL INFORMATION IN CONNECTION WITH YOUR MEMBERSHIP OF THE ASSOCIATION.**

### 1. Introduction

**1.1** Essex Beekeepers' Association (EBKA) is a membership organisation of about a thousand beekeepers in the County of Essex. In turn EBKA is a member organisation of The British Beekeepers Association (BBKA) and acts as an agent for the collection of subscriptions and premiums for Bee Diseases Insurance Ltd (BDI). This Privacy Policy applies to these activities, and also applies to all aspects of our association such as training courses, swarm collection, and general communication of Association news and information. For the purposes of this statement members, whether individuals, branches or other groups, are referred to as 'members'.

**1.2** We maintain high standards of confidentiality regarding the personal information provided to us by our members. This Privacy Policy informs members of our policies and practices concerning the collection, processing and security of personal information which we use in relation to our activities.

### 2. Personal information

**2.1** For the purposes of this Privacy Policy, personal information means any information we may hold about you that is recorded in any form, which we use to provide membership and other services that we offer and to inform you about our activities and events. We have a contractual obligation to process your personal information and this Privacy Policy explains why and how we collect, use and store your personal information.

**2.2** All personal information is held in strict confidence and is not revealed to anyone outside EBKA unless it is necessary in relation to your membership or is otherwise expressly or implicitly authorised by you or required by applicable law.

**2.3** Personal information collected and used: 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. We will however only retain or disclose the minimum information required for any purpose. The personal information we collect may vary between individuals and may include some or all of the following:

- a. Your full name and home address



- b. Contact information, such as your home and mobile telephone numbers and email addresses
- c. Details of beehives you manage, including numbers and locations
- d. Details of any beekeeping qualifications you may hold
- e. Details of any offices you may hold or have held in your local, regional or national beekeeping associations
- f. Whether you have accepted or unsubscribed from our mailing lists or those of the BBKA or other associated bodies
- g. Any other personal information that you may provide voluntarily to us.

## **2.4 How do we use your personal information?**

**2.4.1** EBKA uses personal information for the purposes set out in this Privacy Policy. Emails containing personal information, e.g. email addresses, may be passed between EBKA Officials and members on EBKA business only. Under no circumstances will we sell any of your personal information to another organisation to promote their products or services to you.

**2.4.2** We may use your personal information for the following purposes:

- a. To provide you with details of our activities, and those of other beekeeping groups
- b. To enable BBKA 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 may have indicated
- c. To fulfil our obligations under the insurance contract with BDI
- d. To meet our obligations under any applicable law
- e. To carry out any other purpose which is disclosed to you and to which you give your consent
- f. To fulfil our obligations with HMRC when claiming Gift Aid from your subscriptions and donations.

**2.4.3** You may ask for your details to be modified or updated at any time.

**2.4.4** We may also disclose personal information about you to other organisations that perform services for us. Only such personal information as is relevant will be provided to such organisations, through official verifiable channels, providing they agree to provide appropriate protection for such information, e.g. transmission of data files should have password protection. These organisations would include, among others, BBKA, the National Bee Unit (NBU), BDI and APHA, e.g. through inspectors from APHA.

**2.4.5** Use of your information outside the European Union: In certain very limited circumstances, it may be necessary to transfer your personal information to countries outside the European Economic Area (EEA) where the level of protection may not be as comprehensive as it is within the EEA. Any updates to this clause will be made according to developments in line with the UK's relationship with the EU.



## **2.5 Limiting collection, use, disclosure and retention of personal information**

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

**2.5.2** Personal information collected in any form will only be retained for as long as it is required:

- a. For the purpose for which it was collected
- b. To be retained by law
- c. To address any issues that may arise at a later date.

We will destroy, delete or erase your personal information as appropriate, when it is no longer required for these identified purposes.

## **3. Accuracy and access to personal information**

**3.1** 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.

**3.2** You have a right to request access to your personal information and to request a correction to it if you believe it is inaccurate. In the event that you believe that your personal information is not accurate or you require access to your personal information, you may make a request to the EBKA Membership Secretary ([membership@ebka.org](mailto:membership@ebka.org)).

**3.3** We will always endeavour to provide timely access to your personal information. However, we may verify your identity to our satisfaction prior to doing so. Further, there may be circumstances where access cannot be granted, for example, where access would lead to the disclosure of personal information of another individual and that individual refuses to provide consent to the disclosure, or information subject to privilege or other legal restrictions. In such cases you will be notified of the reason why it is not possible to grant access to your personal information.

## **4. Consent to use of personal information**

**4.1** By providing your personal information, 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. If you do not agree with these terms, you are requested not to provide any personal information to us, other than that which is necessary in relation to your membership.

**4.2** Please note that there are circumstances where the use and/or disclosure of personal information may be justified or permitted or where we need to disclose information without consent, in accordance with the applicable law. Where obliged or permitted to disclose information without consent, we will not disclose more information than is required for the purpose that obligates or permits us to disclose such information.



**4.3** You have the right to revoke your consent to the collection, use and disclosure of your personal information at any time. We will discuss with you the reason we need your personal information and why the revocation of your consent affects our ability to continue with certain aspects of your membership, including the provision of benefits for which you have paid.

## **5. Storage and security of personal information**

EBKA takes appropriate technical and organisational measures to keep your information confidential and secure in accordance with our internal procedures covering the storage, access and disclosure of information. We use the services of eReturn2 provided by BDI and Purely Solutions Ltd as the prime method of storing and processing your membership data, as this provides a fully secure and GDPR compliant membership system..

- a. **eReturn2:** BDI/Purely Solutions act as a 'Data Processor' in relation to our membership services. Through its relationship with BBKA, EBKA has a contract in place which confirms that the processing of your data will comply with the terms of this Privacy Policy.
- b. **Local data:** There will be times when data is downloaded to local computers, e.g. for the printing of address labels, or information kept in paper files. In such circumstances data will be processed and deleted or destroyed after processing. It is Association policy that files stored locally will only be held on password-protected computers that have anti-virus and anti-malware protection installed. No data will be emailed that is not password-protected or otherwise encrypted either internally or to third parties.

## **6. Our website and social media**

**6.1** This Privacy Policy includes activity in relation to our website. We cannot control the use of your personal information by external websites or social media to which you subscribe or choose to access.

**6.2** No personally identifiable information will be used on our website without your consent.

**6.3** You are not required to use social media to inform the public that you are a member of EBKA, but you may do so, providing the information you use is accurate and is not derogatory or defamatory. Use of your personal information and contact details on social media or external websites is entirely at your discretion and EBKA cannot be held responsible for the actions of any third party organisations.

## **7. Accountability**

We take 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.



## **8.Data Breaches**

Data breaches involving the website should be reported to the Webmaster ([webmaster@ebka.org](mailto:webmaster@ebka.org)) who should pass the information to the EBKA Membership Secretary ([membership@ebka.org](mailto:membership@ebka.org)). Other breaches should be reported to the EBKA Membership Secretary. Data breaches that pose a risk to individuals must be notified to the Information Commission's Office within 72 hours of the organisation becoming aware of the breach.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints, please contact the EBKA Membership Secretary ([membership@ebka.org](mailto:membership@ebka.org)) in the first instance.

Information Commission's Office (ICO): 0303 123 1113  
or email: <https://ico.org.uk/global/contact-us/email/>

## **10. Effective date of this Privacy Policy**

This Privacy Policy was revised in November 2020. In the event of any further updates, an appropriate notice will be issued to you.

**Effective date: December 2020**