

# North Bucks Beekeepers' Association

## Privacy Policy

Version October 2019

North Bucks Beekeepers' Association (NBBKA) is committed to protecting and respecting your privacy.

This Policy (together with our website terms of use and any other documents referred to on it) explains: when and why we collect personal information about people visiting our website; how we use it; the conditions under which we might disclose it to others; and, how we keep it secure.

Any questions concerning this Policy, or our privacy practices should be sent by email to [chairman@NBBKA.org.uk](mailto:chairman@NBBKA.org.uk) or in writing to NBBKA. Unit 3405, PO Box 6945 London. W1A 6US. The rules on processing of personal data are set out in the General Data Protection Regulation (the GDPR).

### Who are we?

We're the North Bucks Beekeepers' Association, a local organisation. Our primary objectives are: to promote and further the craft of honey beekeeping; and, to advance the education of members and the general public in the importance of honey bees in the environment. We are classed under GDPR as a data controller and a data processor. This means that we decide how your personal data we receive is processed and for what purposes. We also work closely with the Bucks County Beekeepers' Association (BCBKA) and the British Beekeepers Association (BBKA).

### How do we collect information from you?

We obtain information about you when you use our website, for example: register to take part in our beekeeper training course; contact us about potentially having bees on your property; to request collection of a honeybee swarm. We also receive and process personal information when you apply for, or renew membership of NBBKA – as well as details needed to enrol members into BCBKA, BBKA and on to the Bee Disease Insurance Scheme (BDI).

### What type of information do we collect and why?

We collect:

- your **name and address** to identify you as a member of NBBKA, and to pass to BCBKA and BBKA for membership
- your **contact details** such as phone number and email address so that we can contact you regarding beekeeping and administrative affairs;
- specific **beekeeping information**, such as the number of hives you keep, or plan to keep in the membership year, for BDI to obtain insurance for you.
- the **IP address** of the computer you use to access our public website is recorded in our website logs, but it is not cross-referenced with your personal details except when making a new application to join or renew the membership or a course subscription.
- **If you contact us** via telephone or internet regarding a swarm of bees, or to offer to have bees on your property, we collect your name, address and phone number so that we may contact you and attend your property regarding the collection of the swarm or to discuss your offer to have bees on your property.

- **As a member of NBBKA you may optionally** upload a photograph of yourself to our website, which will be shown only to other NBBKA members when logged-in to our website, to help fellow members put faces to names;
- **As a member of NBBKA you may optionally** enter items in pre-determined classes for show in the annual NBBKA Honey Show. We would need to collect information to support any entry for example the number of entries and classes entered.

### How we use your information?

We may use your information to:

- process applications or renewal of membership to NBBKA and our parent organisations, BCBKA, BBKA. This is so that you can enjoy the benefits of membership that they offer, including paper magazines and public liability insurance;
- to obtain Bee Disease Insurance for you, and so that BDI can issue an electronic receipt on our behalf to show you have paid for membership;
- as members of NBBKA for dealing with entries into the Honey Show;
- as students of our beekeeping course, your information is used to tell you about the course (times and venues for example), and to tell the people running and hosting the course who to expect;
- carry out any obligations arising from any contracts entered into by you and us;
- notify you of any changes to our services;
- send you communications which you have requested.
- Send you communications which we think are necessary in the execution of our contractual obligations to you.

If you have expressly consented to allow it:

- we will show some of your personal information to other members of NBBKA via a "**yearbook**" page. Personal information includes name, postcode, contact details and, where you have provided one, a photo.
- we will include your details in a list of **swarm collectors and swarm receivers**. These details are visible to our swarm liaison officer via our website, and will be used to arrange the collection by a member, or disposal to a member, of a swarm.
- In addition, if you further consent, the details of the swarm collectors are passed to BBKA so that they can maintain a central list; they usually publish these data on their website;
- if you have **won a trophy or had an entry placed** in the honey show our contractors will engrave winners' name on the relevant trophy, and all the Honey Show results – that is winners and entries that were placed - will be visible on our public facing website.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information for as long as it is necessary for the activity, or as long as is set out in any relevant contract between you and us. For example, we have an obligation to keep details of your membership so that your liability insurance (provided via BBKA) can be confirmed in the event of a retrospective insurance claim.

### What is our legal basis for processing your personal information?

Our lawful basis for processing your general personal information under article 6 of GDPR is as follows:

- **consent of the individual** – we will directly ask for your consent to process your information when you contact us for the supply of a service – such as the collection of a swarm of honeybees;
- **processing necessary for the performance of a contract between you and us, or to take steps to enter into a contract** – we will collect and use your information when you apply for our Beekeeping Course, or book tickets to any event that we might be hosting;
- We will use your personal information to process and facilitate your membership of NBBKA. Relevant parts of this information will be passed to BCBKA, BBKA and BDI to process your membership and the associated benefits from these bodies;

### **Who has access to your information?**

The **NBBKA** require access to personal information in order to process and manage your membership of the NBBKA, and when appropriate to facilitate any courses you may apply for, or entries you may make to the Honey Show. We also pass information to BCBKA, BBKA and BDI – as set out above. It is important to note we will:

- not sell or rent your information to other third parties;
- not share your information with other third parties for marketing purposes.

Note for entrants to the Honey Show. **Honey Show Results:** Visitors to our public-website will see your name as a winner of a trophy, or having an entry placed in a class at our Honey Show. Winners names are normally engraved on to our trophies, so successive winners of Honey Show trophies will see the names of previous winners, as will visitors to future Honey Shows where the trophies are displayed each year. Honey Show trophies are stored for a year with successive winners.

**Third party providers working on our behalf:** we may pass your information on to third party providers for the purposes of completing tasks and providing services to you on our behalf (for example owners of venues where we might be holding courses or events to allow you to access the venue, or for the engraving of Honey Show trophies). However, where we use third party providers we disclose only the personal information that is necessary to deliver the service. We will not release your information to third parties for them to use for their own direct marketing purposes unless you have requested us to do so, or unless we are required to do so by law, for example, by a court order or for the purposes of preventing a crime.

### **Where and how your data is stored**

Your data is stored electronically on our servers which are located in the United Kingdom. When you submit your personal data via our website by completing our electronic application forms to join, renew or attend a course, this data is encrypted before being transmitted across the internet to our servers, so long as you have chosen to use the HTTPS version of our website (usually, with the padlock icon in the address bar).

Similarly personal data already held by our website is encrypted before being downloaded by the web browsers of other members, as part of our webserver creating the yearbook and swarm lists pages.

Your personal data is stored on a database on that server. Your bank details are not stored.

As part of managing your membership of our parent organisations and BDI, a copy of your personal data may be temporarily stored on the computer of our Membership Secretary, namely in a temporary internet file created solely to upload data to our parent organisations. The temporary file is deleted after the annual renewal process is completed.

Sometimes your data will be transferred among the officers of our Association and our parent organisations using email, for example to resolve a query about the status of your membership or to confirm the list of current members. Again once the necessary action is taken the attachments containing your data are deleted. As we are an association run by volunteers, these emails are exchanged via a large number of external mail servers located in a variety of countries.

### **Your Choices**

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct communications from us for example about the work we do with local beekeepers and their bees, or our regular newsletters then you can select your choices by ticking the relevant boxes on the form on which we collect your information. As a member of NBBKA we have a contractual relationship and for us to process that contract you will receive direct communications concerning your membership – for example annual membership renewal reminders and when applicable notification of membership fee changes.

We will not contact you for marketing purposes by: post; email; phone; or, text message unless you have given your prior consent.

You can change your marketing preferences at any time by changing your personal information on our website.

### **Destruction and opt-out**

If you choose not to renew your membership, your personal details will be deleted after approximately five years after your membership lapses. The data is kept for that time to allow us to mark your membership as active in case a mistake was made in your lapsing.

The personal data of students of our courses is deleted approximately six months after the end of the course.

You must opt-in to all lists (swarm, yearbook, etc), after which you may opt out at any time by editing your profile on our website. Our parent organisations do not offer a real-time service for us to update or remove your data from our parent organisations' lists, such as the public swarm list from BBKA; please contact us directly to effect that change.

You may request us to delete your data from our systems, however this will of course terminate your membership because we cannot have members whose data we do not know.

If, as a winner of a Honey Show trophy or Honey Show class, you advise the Association in writing that you withdraw consent for your name to be shown on the Association website or trophy, we will act as quickly as possible to remove your name from display. In the case of a trophy which is stored with the incumbent winner, we may not be able to remove your name until the trophy is returned to the association at the next Honey Show. If you then later again grant consent we will not restore your name.

### **Use of Cookies**

Like many websites, the NBBKA website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. Cookies collect statistical data about your browsing actions and patterns and do not identify you as an individual. For more information on how to turn off cookies on your computer visit our full cookies policy. Turning cookies off may result in a loss of functionality when using our website.

### **Aged 16 or Under?**

We are especially concerned to safeguard the privacy of children aged 16 or under. We do not process anyone's data aged under 16 without their parent's or guardian's explicit permission. If you are aged 16 or under, please get your parent/guardian's permission whenever you provide us with personal information.

### **How to make a complaint?**

If you wish to make a complaint about this policy or our use of it, please in the first instance contact by email to [chairman@NBBKA.org.uk](mailto:chairman@NBBKA.org.uk) or in writing to NBBKA Unit 3405, PO Box 6945 London. W1A 6US.

If this does not resolve your complaint to your satisfaction, you have a right to lodge a complaint with the Information Commissioners Office:

- on 0303 123 1113;
- via email <https://ico.org.uk/global/contact-us/email/>
- by post at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow. Cheshire. SK9 5AF.

### **Review of this Policy**

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes.

This Policy was last updated in October 2019.