



## Cheshire BKA Privacy Notice

### **What personal data does Cheshire Beekeepers' Association (CBKA) collect?**

The data we routinely collect includes members' names, addresses, email addresses. We collect this data directly from our members when they join the Association.

For some of our members, with the member's knowledge and permission, we may have additional information such as committee memberships.

### **What is this personal data used for?**

We use members' data for the administration of your membership; the communication of CBKA information, and the organisation of CBKA events. We provide your data to the British Beekeepers Association (BBKA) for their use as explained in the section below.

### **Who is your data shared with?**

Your membership data is passed on to the BBKA, of which you become a member when you join CBKA. Otherwise, your personal data is only passed on to Disease Insurance scheme (BDI) and the National Bee Unit. It is passed to the National Bee Unit to assist them with their responsibility to control disease threats. We do not share your information with anyone else, whether connected with beekeeping or not, except where they are contracted to do a task for CBKA.

### **Where does this data come from?**

We only have data given to us by our members when they join CBKA or when they update their information with CBKA. When they update their information with us, we may pass this updated information to BBKA.

### **How is your data stored?**

This information is mainly stored in digital form on computers and in the form of written documents stored at the home of the Association Secretary. Any information that is stored remotely is stored in compliance with the GDPR (General Data Protection Regulation).

### **Who is responsible for ensuring compliance with the relevant laws and regulations?**

The person who is responsible for ensuring CBKA discharges its obligations under the GDPR is the Association Secretary.

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

Members of the committee of CBKA and Branch Secretaries have access to members' data in order for them to carry out their legitimate tasks for the organisation.

Sub-contractors of CBKA may be given access to data for specific tasks, such as sending CBKA mailings. They are not free to use it for any other purpose.

### **What is the legal basis for collecting this data?**

CBKA collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation representing Beekeepers.

For some data, such as that relating to financial matters (e.g. Gift Aid) the basis for its collection and retention is to comply with our legal obligations.

### **How you can check what data we have about you?**

If you want to see the data we hold about you, you should contact the Association Secretary. You can contact us with a "Subject Access Request" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month. There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

### **Does CBKA collect any "special" data?**

The GDPR refers to sensitive personal data as "special categories of personal data".

**We do not receive or record any such special data.**

### **How can you ask for data to be removed, limited or corrected?**

There are various ways in which you can limit how your data is used.

- You could maintain your Association membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address, but of course this would limit what we and the BBKA are able to provide you with in the way of written information, so you would not be able to get the BBKA News or the CBKA newsletter delivered in printed form or any other benefits that require a postal address.
- You may choose not to receive information emails from CBKA (we do not send any out on behalf of other organisations).
- Any of these options can be implemented for your Association membership by contacting the Association Secretary.

### **How long we keep your data for, and why?**

We normally keep members' data after they resign or their membership lapses for a period of 7 years in case they later wish to re-join. However, we will delete any former member's contact details entirely on request.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

### **What happens if a member dies?**

We normally keep members' information after they die. If requested by their next-of-kin to delete it, we will do so on the same basis as when requested to remove data by a former member.