

FOR WEBSITE

DATA PROTECTION REGULATION 2018 (GDPR) PRIVACY NOTICE

What personal data does GBK CIO collect?

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

What is this personal data used for?

We use members' data for the administration of your membership and other subscriptions; the communication of information, and the organisation of events.

Who is your data shared with?

Your membership data is only passed on to:

- BBKA, of which you become a member when you join as a full member
- Bee Disease Insurance scheme (BDI)
- Suppliers of Beecraft and Beekeepers Quarterly magazines if you have asked to be subscribed
- Relevant officers (such as the local Bee Inspector) of the National Bee Unit for the purposes of disease and pest control, when requested (eg. for the purposes of contacting neighbouring apiaries in the event of an outbreak of American Foul Brood (AFB)).

Where does this data come from?

Data for most of our members comes from them when they join GBK CIO or when they update their information either directly or via their local association records.

The information held by the BBKA may be updated by GBK CIO if you have given it permission to change your record.

How is your data stored?

This information is mainly stored in digital form on eReturn2 (an online membership management system designed for beekeeping associations). Information is also stored on computers and in the form of written documents stored at GBK CIO. Any information that is stored remotely is in compliance with the GDPR.

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

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring GBK CIO discharges its obligations under the GDPR is the Membership Secretary.

Who has access to your data?

Only four members of the committee of GBK CIO have access to members' data:

- (i) Membership Secretary and Treasurer (joint role)
- (ii) Communications Secretary
- (iii) Apiary Manager
- (iv) Swarm Coordinator (if you have asked to be on this list and only then name, town and phone number)

This access is in order for them to carry out their legitimate tasks for the organisation.

What is the legal basis for collecting this data?

GBK CIO collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation representing honeybees and beekeepers.

For some data, such as that relating to financial matters, 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 basic membership data we hold about you, you should contact Membership Secretary at membership@gwentbeekeepers.co.uk. 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 GBK CIO collect any “special” data?

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

We do not 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 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 delivered in printed form or any other benefits that require a postal address.

* You do not need to provide us with your date of birth unless you wish to gain any concessions based on age.

* You may choose not to receive information emails from GBK CIO (we do not send any out on behalf of other organisations).

* Any of these options can be implemented for your membership by contacting Membership Secretary.

How long we keep your data for, and why?

We normally keep members' data after they resign or their membership lapses in case they later wish to re-join for a period of 5 years. 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.

As GBK CIO is a charity claiming Gift Aid we need to hold members details for up to seven years to comply with any future HMRC query

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.

This privacy statement was last updated in December 2019.