



# Gwent Beekeepers CIO

## GDPR Privacy Policy

**Gwent Beekeepers Charitable Incorporated Organisation (GBKCIO) is committed to protecting and respecting your privacy.**

This Policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

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

Any questions regarding this Policy and our privacy practices should be sent by email to [secretary@gwentbeekeepers.co.uk](mailto:secretary@gwentbeekeepers.co.uk) or by writing to The Secretary, GBKCIO, The Holden Apiary and Study Centre, Llanover Road, Llanfair Kilgeddin, ABERGAVENNY NP7 9DY.

The rules on processing of personal data are set out in the UK General Data Protection Regulation (the "UKGDPR").

### Who are we?

Gwent Beekeepers Charitable Incorporated Organisation (GBKCIO), is a voluntary non-profit, a registered Charity (no 1174746) established 1884. GBKCIO has circa 250 members comprising beekeepers, partners, trainees, junior members and like-minded members of the community wishing to support our work with and for pollinators.

GBK's purpose, as stated in the constitution, is to raise awareness of pollinators, especially Honeybees and to train new beekeepers. Our membership area includes the Greater Gwent region. We also have members as far as Caerphilly, Worcester, Forest of Dean and Crickhowell.

We are affiliated to the British Beekeepers Association, The National Beekeeping Centre, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG. <https://bbka.co.uk>

### How do we collect information from you?

We obtain information about you when you use our website, for example, when you use our online store, register to join GBKCIO, contact us about products and services, to make a donation or if you register to receive one of our regular newsletters.

We also receive and process personal information regarding membership applications and renewals as well as details to enrol members on the Bee Disease Insurance scheme.



## What type of information is collected from you?

The personal information we collect might include your name, address, email address, phone number, IP address, and information regarding what pages are accessed and when. If you make a donation online or purchase a product from us, your card and other payment information is not held by us, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions, as explained below.

We allow BBKA to access to your basic contact details such as your name, address, email address, phone number, number of hives owned and any beekeeping qualifications.

## How is your information used?

We may use your information to:

- Process a donation that you have made;
- Process orders that you have submitted through our online shop;
- Process applications or renewal of membership of the GBKCIO & BBKA including capitation fees and membership of the Bee Diseases Insurance scheme (BDI)
- Process applications for assessments, module exams and other courses, conventions or events;
- To carry out our obligations arising from any contracts entered into by you and us;
- Dealing with entries into any competitions;
- Seek your views or comments on the services we provide;
- Notify you of changes to our services;
- Post out copies of the BBKA news each month to your address.
- Send you communications which you have requested and that may be of interest to you. These may include newsletters, information about campaigns, appeals, and other fundraising activities; or activities, promotions of our associated companies goods and services;
- Process a grant, contractor or job application to do work for GBKCIO

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 (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you may hold with us.

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

Our lawful basis for processing your general personal data under article 6 of UKGDPR is as follows;



**Consent of the data subject** - We will directly ask for your consent to process data;

- When you sign up for our regular newsletter on our website
- When you register for membership of the GBKCIO directly on our website or through paper forms or over the phone.

**Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract** - We will collect and use your personal data in the following circumstances;

- When you make a purchase on our website so that we can process your payment, confirm transaction details (typically via email) and arrange delivery of the goods and services.
- When you book tickets for events, such as the BBKA Spring Convention so that we can process your application and any payments, arrange accommodation, workshops and other activities.
- When you apply for any GBKCIO/BBKA courses, module exams, assessments, correspondence courses etc so we can process your application and any payment involved as well as inform you of the venues and other details as well as the results.

**Processing necessary for the purposes of the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the data subject;**

- We will use your personal data to process and facilitate your membership of the GBKCIO and BBKA, received either directly or passed to us via an affiliated Association. Relevant parts of this information will be passed to the Bee Disease Insurance scheme to process your premium and arrange your policy.
- We will also use your personal contact information to facilitate assessments and module exams, passing this onto the BBKA exam board and individual assessors where needed to undertake the relevant examinations.
- GBKCIO members may also choose to provide The GBKCIO with basic personal contact details so that they can be contacted by members of the public to facilitate the collection of Honeybee swarms.

**Processing is necessary for compliance with a legal obligation to which Gwent Beekeepers CIO is subject;**

- We will use or process your data where it is necessary to do so to comply with the law



## Who has access to your information?

The GBKCIO and BBKA requires access to personal information such as name, address, phone and email details in order to process your membership of the GBKCIO, BBKA and Bee Disease Insurance scheme (BDI) as well as to facilitate any courses or exams you might take, or to include you as a local swarm collector/receiver. It is important to note:

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

Third Party Service Providers working on our behalf: We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process donations or website payments, or to mail your copy of any News Letter or announcements). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service. Please be reassured that we will not release your information to third parties beyond the BBKA and it's member associations for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

When you are using our secure online donation pages or make a purchase through the website, your donation or payment is processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

We use analytics on our websites and tracking of our emails to ensure the correct operation of both. The results of the email analytics are only made available to the originators of the emails and will not be shared with third parties unless it is required to do so by law enforcement agencies.

## 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 about the vital work we do for beekeepers and their honeybees and our exciting products and services, then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.



We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email: [secretary@gwentbeekeepers.co.uk](mailto:secretary@gwentbeekeepers.co.uk)

## Your rights

Under data protection law, you have rights including;

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at [secretary@gwentbeekeepers.co.uk](mailto:secretary@gwentbeekeepers.co.uk) or by writing to The Secretary, GBKCIO, The Holden Apiary and Study Centre, Llanover Road, Llanfair Kilgeddin, ABERGAVENNY NP7 9DY if you wish to make a request.

You may also want to request the same information from the BBKA and BDI; you will have to apply for that information directly with those organisations.

## Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.



## Transferring your information outside of the UK

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the United Kingdom ("UK"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the UK. If we transfer your information outside of the UK in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the UK, your information may be transferred outside the UK in order to provide you with those services.

## How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact the GBKCIO Data Protection Officer via email at: [secretary@gwentbeekeepers.co.uk](mailto:secretary@gwentbeekeepers.co.uk) or by writing to The Secretary, GBKCIO, The Holden Apiary and Study Centre, Llanover Road, Llanfair Kilgeddin, ABERGAVENNY NP7 9DY.

Alternatively, if this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or online <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

## Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, where appropriate, we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

## Review of this Policy

Any changes we may make to our privacy policy in the future will be posted on the website page and, where appropriate, notified to you by e-mail.

This policy will be reviewed annually.

Last review date: March 2022