



# THE LEEDS BEEKEEPERS' ASSOCIATION

BRANCH OF THE YORKSHIRE BEEKEEPERS' ASSOCIATION  
AFFILIATED WITH THE BRITISH BEEKEEPERS' ASSOCIATION  
Registered Charity No. 1775455



## LBKA Association Privacy Policy

### 1. What personal data does LBKA collect?

The data we routinely collect includes individuals' names, addresses, telephone numbers and email addresses. We collect this data directly from our members when they join the Association and individuals when they sign up to attend our educational courses.

For some of our members we may have additional information such as committee memberships, teaching qualifications, module exams completed and courses attended.

### 2. What is this personal data used for?

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

For those attending our educational courses we use your data in order to enable you to attend our courses and to inform you of further educational opportunities.

### 3. Who is your data shared with?

Your membership data is passed on to the BBKA and YBKA, of which you become a member when you join **LBKA** via payment of the relevant capitation fee included in your membership. This enables you to benefit from public liability insurance and receive newsletters from both organisations.

E-mail addresses and phone numbers to contact Officers of LBKA, Committee members and holders of special responsibility will be displayed on the LBKA website and publicity leaflets as appropriate.

Officers of the Association and Committee members will have available the e-mail addresses and telephone numbers of other Officers and Committee members for the specific purpose of circulation of information relevant to Committee meetings and management of the Association.

The Officers and Committee members may use individuals' e-mail addresses for the circulation of information directly relevant to them (for example notice of upcoming meetings and last minute changes to such meetings) and their interests (for example participation in events) and any urgent matters (for example, detection of bee disease in the LBKA area).

Relevant data regarding financial transactions will be shared with our auditor in order to prepare the annual accounts

Unless an individual member has opted out, names and addresses (including e-mail addresses) of members together with telephone numbers will be disclosed to the National Bee Unit, via the Regional Bee Disease Inspector at least annually for the specific purpose of improving disease control.

#### 4. Where does this data come from?

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

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

We also receive information from individuals when they sign up to educational courses.

#### 5. How is your data stored?

This information is mainly stored **in digital form on computers. We use Webcollect, a 3<sup>rd</sup> party membership service as our data processor for this purpose.** Any information that is stored remotely is stored **in compliance with the GDPR.**

From time to time other information may be recorded as paper or electronic records for brief periods and only for the immediate purpose at hand. This includes Show results, BBKA qualifications, LBKA courses attended, willingness to help at events, etc.

#### 6. LBKA Shop

The shop uses SquareUp to manage the shop stock in conjunction with Weebly to deliver our online ordering service. These systems store names, addresses and phone numbers in order to allow order fulfilment. Card details are stored separately and we do not have access to this information. Information that is stored remotely is stored **in compliance with the GDPR.** From time to time orders may be printed to enable order processing.

#### 7. 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 **LBKA** discharges its obligations under the GDPR is **the current membership secretary.**

#### 8. How can I update my contact details?

Members can login to Webcollect to update their own data via the members section.

## 9. Who has access to your data?

Members of the committee of **LBKA** have access to individuals' data in order for them to carry out their legitimate tasks for the organisation.

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

## 10. What is the legal basis for collecting this data?

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

80 For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

## 11. How you can check what data we have about you?

85 If you want to see the basic data we hold about you, you should contact the **current membership 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 90 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.

## 12. Does LBKA collect any "special" data?

95 The GDPR refers to sensitive personal data as "special categories of personal data".  
**We do not record any such special data**

## 13. 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.

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- 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 delivered in printed form or any other benefits that require a postal address.
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- You do not need to provide us with your date of birth unless you wish to enter age-limited events (such as the IMYB) or gain any concessions based on age.

- You may choose not to receive information emails from **LBKA** (we do not send any out on behalf of other organisations).
- Any of these options can be implemented for your Association membership by contacting **our membership secretary**.

#### **14. 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 **60 days**. However, we will delete any former member's contact details entirely on request.

For individuals who are not members but have attended one of our educational courses, we normally keep their data for a period up to 12 months from the date of course attendance in order to keep them informed of additional educational courses. However, we will delete any individual's contact details entirely, after course attendance, on request

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

***LBKA is a charity claiming Gift Aid and therefore member's details relating to Gift Aid are held for up to seven years to comply with any future HMRC query***

#### **15. What happens if an individual dies?**

We normally keep individuals' information after they die until the end of their membership period. 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.