

Cheltenham and Gloucester Branch of Gloucestershire Beekeeping Association

GDPR Privacy Notice

What personal data does the Cheltenham & Gloucester Branch (hereafter referred to as CGBKA) of the Gloucestershire Beekeeping Association (GBKA) collect?

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

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

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) 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 **Cheltenham & Gloucester Branch (CGBKA) of Gloucestershire Beekeeping Association (GBKA)**. Your personal data is not passed on by us to any other organisations except the Bee Disease Insurance scheme (BDI), which provides insurance for our members.

Where does this data come from?

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

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

How is your data stored?

This information is mainly stored in written form on completed membership records and in digital form on computers, accessed by the Branch Secretary or Membership Secretary.

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 as we are not a public body (hospital, school etc.), we don't process data on a large scale or hold members' sensitive data such as religion, race etc.

The responsibility for ensuring CGBKA discharges its obligations under the GDPR is shared between the branch and membership secretaries.

Who has access to your data?

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

What is the legal basis for collecting this data?

CGBKA 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 membership data we hold about you, you should contact the 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 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 CGBKA collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data". This would include race, religion etc. **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 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.
- 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 **CGBKA** (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 Branch 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 up to 7 years. However, subject to any legal requirement to retain information, 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.

NOTE: As CGBKA operates as a charity claiming Gift Aid, we may 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.