

# **Aycliffe Beekeepers' Association**

## **PRIVACY NOTICE**

### **What personal data does the Aycliffe Beekeepers' Association collect?**

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

### **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 Durham BKA and BBKA, where appropriate, for their use as explained in the section below.

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

Your membership data is passed on to Durham BKA and BBKA, where appropriate, of which you become a member when you join ABKA.

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

Data for most of our members comes from them when they join ABKA or when they update their information directly to Durham BKA or BBKA where appropriate. The information held by the BBKA may be updated by the ABKA if you have given permission to change the record.

### **How is the data stored?**

This information is mainly stored in digital form on computers and in the form of written documents stored at ABKA 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 that the ABKA discharges its obligations under GDPR is the Secretary.

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

Two members of the committee of the ABKA namely the Secretary and the Treasurer, have access to members' data in order for them to carry out their legitimate tasks for the association.

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

The ABKA 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 collection and retention is to comply with our legal obligations.

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

If you want to see the basic data we hold about you, you should contact the 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 provide what you need quickly and efficiently. We are required to provide this within one month. There is not usually a fee for this, though we can charge a reasonable fee for the administrative cost of providing this information if the request is manifestly unfounded or excessive.

## **Does the ABKA 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:

- 1 You could maintain your association membership with your correct name but with limited contact details. However, we do need at least one method of contacting you. You could simply maintain an up-to-date email address but this would limit what ABKA, Durham BKA and BBKA are able to provide you with in the way of written information. You would not be able to receive the BBKA News delivered in printed form or any other benefits that require a postal address.
- 2 You do not need to provide us with your date of birth unless you wish to enter age-limited events (such as IMBY) or gain any concessions based on age.
- 3 You may choose not to receive information emails from ABKA (we do not send any out on behalf of other organisations)
- 4 Any of these options can be implemented for your Association membership by contacting the Secretary.