

**NORTH DORSET BEEKEEPERS ASSOCIATION
POLICY No. 1
DATA PROTECTION – PRIVACY STATEMENT**

Introduction

North Dorset Beekeepers (NDBKA) needs to gather and use certain information about individuals. This includes details of members, associate members, suppliers, business contacts, as well as other people and organisations with which the Association has a relationship or may need to contact. This policy describes how that personal data will be collected, managed, and stored, in order to meet the Association's data protection standards, and to comply with the law.

Purpose

The principles underlying this data protection policy ensure NDBKA

- Complies with data protection legislation and follows good practice
- Protects the rights of trustees, members, associates, business contacts, and partners
- Is open about how it stores and processes individuals' data
- Protects itself from risks caused by a data breach.

Personal information held

- Names, postal addresses, email addresses, telephone numbers, dates of birth, and other similar data
- British Beekeepers Association (BBKA) registered membership numbers, and course attendees
- Details of membership subscriptions paid and when they were paid
- Certain beekeeping-related data (e.g., the number of bee colonies managed by individual members in their apiaries).

How data is shared and used

As a general principle, NDBKA expects its Trustees and other members to share personal data only where this is required to deliver services to members, in the fulfilment of its charitable objectives, and as may be required by law.

Third-party organisations with which NDBKA shares certain membership data are listed below:

- BBKA (to provide member services)
- Dorset Beekeepers Association (acting as regional agent for the BBKA and to provide regional information of interest to members)
- Bee Disease Insurance Limited (BDI) (to provide insurance to members)
- BeeBase (to provide data supporting bee welfare nationally, and disease monitoring and control)
- His Majesty's Revenue and Customs (HMRC) (to support claims for Gift Aid).

Personal data is not shared with other third parties without the express permission of the member concerned, unless required to do so by law.

Within NDBKA, personal data is accessible by members of the Management Committee for use in connection with the administration of the Association, and is maintained by the Treasurer and the Membership Secretary. This data is held on the national eR2 membership database, provided by the BBKA and BDI. The BBKA and BDI advise they are fully compliant with the General Data Protection Regulations (GDPR) as described in the UK Data Protection Act 2018 and other applicable law.

Membership permissions

It is a requirement of NDBKA Membership or attendance on an NDBKA course that the Association has permission to hold personal data and share it as described above. This will be advised to each member on joining the Association, and at other times as may be appropriate.

Access

Personal data held by NDBKA may be viewed on application to the Membership Secretary. Such a request will be made in writing (including email), and will be limited to data pertaining to the applicant.

Email communication

NDBKA communicates with members using email. Many important announcements will also be placed on the Association's website (www.northdorsetbeekeepers.org.uk). By choosing not to accept email notices and newsletters, individuals are likely to miss information about Association activities, and alerts related to beekeeping. NDBKA is required to seek permission to include email addresses in email distribution lists. Individuals give this permission when they provide the Association with their email address.

Approved by

North Dorset Beekeeping Association Trustees