

SDBKA

Privacy Policy

Selby & District Beekeepers Association

1 WHAT PERSONAL DATA DOES SELBY BEEKEEPERS COLLECT?

- 1.1 The data we routinely collect includes members' names, addresses and email addresses. We collect this data directly from our members when they join the Association
- 1.2 For some of our members we may have additional information such as committee memberships, teaching qualifications done with the member's knowledge and permission.

2 WHAT IS THIS PERSONAL DATA USED FOR?

- 2.1 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 Yorkshire Beekeeping Association (YBKA) and the British Beekeepers Association (BBKA) for their use as explained in the section below.

3 WHO IS YOUR DATA SHARED WITH?

- 3.1 Your membership data is passed on to the YBKA and BBKA, of which you become a member when you join **Selby Beekeepers**. Your personal data is not passed on by us to any other organisations other than the Bee Disease Insurance scheme (BDI) or, if requested, by the National Bee Unit for the purpose of communication with you.

4 WHERE DOES THIS DATA COME FROM?

- 4.1 Data for most of our members comes from them when they join **Selby Beekeepers** or when they update their information either directly or via their local association records.
- 4.2 The information held by the BBKA may be updated by **Selby Beekeepers** if you have given it permission to change your record.

5 HOW IS YOUR DATA STORED?

- 5.1 Our website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. In addition, we use WebCollect as a 3rd party service to process our membership data.
- 5.2 Any information that is stored remotely is stored in compliance with the GDPR.

6 WHO IS RESPONSIBLE FOR ENSURING COMPLIANCE WITH THE RELEVANT LAWS AND REGULATIONS?

- 6.1 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 Selby Beekeepers discharges its obligations under the GDPR can be contacted at selbybeekeepers@gmail.com.

7 WHO HAS ACCESS TO YOUR DATA?

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

8 WHAT IS THE LEGAL BASIS FOR COLLECTING THIS DATA?

- 8.1 **Selby Beekeepers** collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation representing Honeybees and Beekeepers.
- 8.2 For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

9 HOW YOU CAN CHECK WHAT DATA WE HAVE ABOUT YOU?

- 9.1 If you want to see the basic membership data we hold about you, you should contact **selbybeekeepers@gmail.com**.
- 9.2 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.

10 DOES SELBY BEEKEEPERS COLLECT ANY "SPECIAL" DATA?

- 10.1 The GDPR refers to sensitive personal data as "special categories of personal data".

We do not record any such special data

11 HOW CAN YOU ASK FOR DATA TO BE REMOVED, LIMITED OR CORRECTED?

- 11.1 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 or gain any concessions based on age.
 - You may choose not to receive information emails from **Selby Beekeepers** (we do not send any out on behalf of other organisations).

- Any of these options can be implemented for your Association membership by contacting selbybeekeepers@gmail.com.

12 HOW LONG WE KEEP YOUR DATA FOR, AND WHY?

- 12.1 We will delete membership details one month after a membership has lapsed.
- 12.2 Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

13 WHAT HAPPENS IF A MEMBER DIES?

- 13.1 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.

14 USE OF COOKIES AND OTHER TECHNOLOGIES

- 14.1 Cookies are small pieces of data stored on a site visitor's browser, usually used to keep track of their movements and actions on a site. When accessing selbybeekeepers.org.uk - the following cookies are used :

Cookie Name	Life Span	Purpose
svSession	Permanent	Creates activities and BI
hs	Session	Security
incap_ses_\${Proxy-ID}_\${Site-ID}	Session	Security
incap_visid_\${Proxy-ID}_\${Site-ID}	Session	Security
nlbi_{ID}	Persistent cookie	Security
XSRF-TOKEN	Persistent cookie	Security
smSession	Two weeks	Identifies logged in site members