



THIS PRIVACY POLICY APPLIES TO MEMBERS OF SWANSEA & DISTRICT BEEKEEPERS' SOCIETY. IT EXPLAINS HOW WE PROCESS PERSONAL INFORMATION ABOUT YOU IN RELATION TO MEMBERSHIP OF OUR SOCIETY.

Introduction

Swansea & District Beekeepers' Society (SDBKS) is a membership organisation for beekeepers in the local area. In turn SDBKS is itself a member organisation of The Welsh Beekeepers' Association (WBKA) and acts as an agent for the collection of their subscriptions and premiums for Bee Diseases Insurance Ltd. (BDI). SDBKS also has relationships with Beecraft, Northern Bee Books and the Animal & Plant Health Agency (APHA). This Privacy Policy applies to all these activities. For the purposes of this statement members, whether individuals or joint members are referred to as 'members'.

We maintain high standards of confidentiality regarding the personal information provided to us by our members. This Privacy Policy has been prepared to inform you of our policies and practices concerning the collection, processing and security of your personal information which we use in relation to our activities within SDBKS.

Personal information

For this Privacy Policy, personal information means any information we may hold about you, which is recorded in any form, in order to provide you with membership and other services we offer, to keep in touch with you about our activities and to send you any relevant beekeeping related information. We have a contractual obligation to process your personal information and this Privacy Policy explains why and how we collect, use and store your personal information.

What type of personal information do we use?

All personal information is held in strict confidence and not revealed to anyone outside SDBKS unless it is necessary in relation to your membership of SDBKS or is otherwise expressly or implicitly authorised by you or required by applicable law.

In the course of our relationship with you, we will need to collect, process, and sometimes, disclose various types of personal information for various purposes associated with your membership. The personal information we collect may vary between individuals and may include some or all of the following:

- Your full name and home address;
- Contact information, such as your home and/or mobile telephone numbers and e-mail addresses;
- Details of the numbers and locations of beehives you manage;
- Details of any beekeeping qualifications you may hold;
- Whether you have accepted or unsubscribed from our mailing lists or those of the WBKA or other bodies we are members of or have relationships with, including BDI, Beecraft, Northern Bee Books, and APHA;
- Any other personal information that you may voluntarily provide to us.

How do we use your personal information?

SDBKS uses personal information for the purposes set out in this Privacy Policy. Under no circumstances will we sell any of your personal information to another organisation for them to promote their products or services to you.

We may use your personal information for the following purposes:

- Information - to provide you with details of our activities, and those of other beekeeping groups and to provide you with relevant beekeeping related information including the Society's Newsletter by your preferred means – post or electronically;
- WBKA - to enable WBKA to provide the services to you that we have agreed, including the provision of a quarterly magazine by your preferred means - post or electronically;
- Insurance (BDI): to fulfil our obligations under the insurance contract with BDI that we act as agents for in this matter;
- Beecraft / Northern Bee Books - to enable them to provide the journals to you that you have subscribed to, by your preferred means - post or electronically;
- APHA – to enable Seasonal Bee Inspectors to have the most up to date information (apairy and contact details) for planning inspection schedules;
- Any purpose which is required by applicable law; and
- To carry out any other purpose which is disclosed to you and to which you consent.

You may ask for your details to be modified at any time.

We may also disclose personal information about you to other organisations that perform services for us. Only such personal information as is relevant will be provided to such organisations, providing they agree to provide appropriate protection for such information.

Accuracy and access

We will endeavour to ensure that any personal information provided by you and held by us is as accurate, current and complete as necessary for the purposes for which we use that information.

You have a right to request access to your personal information and to request a correction to it if you believe it is inaccurate. In the event that you believe that your personal information is not accurate or you require access to your personal information, you may make a request using the contact details below.

We will always endeavour to provide timely access to your personal information. However, we may verify your identity to our satisfaction prior to doing so. Further, there may be circumstances where access cannot be granted. For example, where access would lead to the disclosure of personal information of another individual and that individual refuses to provide consent to the disclosure, or information subject to privilege or other legal restrictions. In such cases you will be notified of the reason why it is not possible to grant access to your personal information.

Limiting collection, use, disclosure and retention of personal information

SDBKS may collect and store your personal information in many forms (hard/soft copy, electronically, facsimile, telephone conversations/recordings, etc.), but will only do so by lawful means and only for necessary purposes that have been disclosed to you.

Personal information collected in any form will only be retained so long as it is required: a) for the purpose for which it was collected; b) to be retained by law; or c) to address any issues that may arise at a later date. When your personal information is no longer required for these identified purposes, we use secure procedures to destroy, delete or erase the personal information.

We normally keep members' data after they resign or their membership lapses, in case they later wish to re-join, for a period of one year. However, we will delete any former member's contact details entirely on request.

Consent

By providing your personal information to SDBKS, you agree that we may collect, use and disclose your personal information in accordance with the terms of this Privacy Policy, as updated from time to time. If you do not agree with these terms, you are requested not to provide any personal information to us, other than that which is necessary in relation to your membership with SDBKS.

Please note that there are circumstances where the use and/or disclosure of personal information may be justified or permitted or where SDBKS may or must disclose information without consent, in accordance with the applicable law. Where obliged or permitted to disclose information without consent, SDBKS will not disclose more information than is required for the purpose that obligates or permits us to disclose such information.

You have the right to revoke your consent to the collection, use and disclosure of your personal information at any time. We will discuss with you the reason we need your personal information and why the revocation of your consent affects our ability to continue with certain aspects of your membership with SDBKS, including the provision of benefits you have paid for.

Storage and security

SDBKS has taken steps to maintain physical, procedural and technical security for personal information. We will take appropriate technical and organisation measures to keep your information confidential and secure in accordance with our internal procedures for covering the storage, access and disclosure of information. SDBKS only will hold member information on personal computer equipment that is password protected, however information may be also kept, by relevant officers only, in paper files.

There will be times when data is downloaded to local computers – e.g for the printing of address labels. In such circumstances data will be processed and deleted after processing. Any files stored locally will only be held on password protected computers that will have anti-virus and anti-malware protection installed. No data will be emailed, either internally within SDBKS or to third parties, that is not password protected or otherwise encrypted.

Our website and social media

This Privacy Policy includes activity in relation to our website (www.swanseabeekeepers.org.uk). However, we cannot control the use of your personal information by external websites or social media which you subscribe to or choose to access.

No personally identifiable information will be used on our website.

You are not required to use social media to inform the public that you are a member of SDBKS, but you may do so, providing the information you use is accurate and is not derogatory or defamatory. Use of your personal information and contact details on social media or external websites is entirely at your discretion and SDBKS cannot be responsible for the actions of any third party organisations.

Accountability

SDBKS takes the protection of personal information seriously. We require all the other organisations who provide services in connection with our activities to comply with these obligations.

In accordance with the Data Protection Act 1998, SDBKS is not required to be registered as a 'Data Controller' on the public Register of Data Controllers as maintained by the Information Commissioner. Our Data Protection Officer (DPO) is Julian Caruana.

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 SDBKS discharges its obligations under the GDPR is Julian Caruana.

Effective date of this Privacy Policy

This Privacy Policy is in effect as of June 2018 and was last updated on 8th July 2018. In the event of any further updates, an appropriate notice will be issued to you.

Contact us

Should you have any questions, complaints or concerns regarding this Privacy Policy or the personal information we hold about you, you can contact us as follows:

By post: Mr Julian Caruana
61 Glanyrafon Road
Pontarddulais
Swansea
SA4 8LT

By e-mail: sdbks.secretary@gmail.com

By phone: 07985 328910