



| ORGANISATION        | BELFAST & DISTRICT BEEKEEPERS ASSOCIATION (BDBKA)           |
|---------------------|-------------------------------------------------------------|
| Policy Title        | Belfast and District Beekeepers' Association Privacy Notice |
| Policy Author       | BDBKA Management Committee                                  |
| Date of Publication | October 2024                                                |
| Review Date         | 3 years, or before as required                              |

***What personal data does Belfast and District Beekeepers' Association (hereafter referred to as this Association) collect?***

The data we routinely collect includes members' names, addresses, contact telephone numbers and email addresses. 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 memberships, teaching qualifications, Child Protection checks done with the member's knowledge and permission.

***What is this personal data used for?***

We use members' data for the administration of your memberships; the communication of information, and the organisation of events. We provide your data to the Ulster Beekeepers Association (UBKA) for their use as explained in the section below.

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

Your membership data is passed on to the UBKA, of which you become a member when you join this Association. Your personal data is not passed on by us to organisations other than the UBKA.

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

Data for most of our members comes from them when they join this Association or when they update their information via the Association officers.

The information held by the UBKA may be updated by this Association if you have given it information to update your record.

***How is your data stored?***

This information is mainly stored in digital form in dedicated Association e-mail accounts, on computers and may be in the form of written documents stored by authorised officers of this Association. Any information that is stored remotely is stored in the EU/ 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 persons who are responsible for ensuring this Association discharges its obligations under the GDPR are the Officers and Committee.

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

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

Sub-contractors of this Association may be given access to data for specific tasks, such as sending mailings. They are not free to use it for any other purpose.

***What is the legal basis for collecting this data?***

This Association 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 basic membership data we hold about you, you should contact [membership.bdbka@gmail.com](mailto:membership.bdbka@gmail.com)

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 this Association 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.

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 UBKA are able to provide you with in the way of written information, so you would not be able to get any UBKA communications delivered in printed form or any other benefits, such as insurance cover, 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 this Association (we do not send any out on behalf of other organisations other than communications forwarded from the UBKA and affiliated Associations).

Any of these options can be implemented for your Association membership by contacting [membership.bdbka@gmail.com](mailto:membership.bdbka@gmail.com).