

RYEDALE BEEKEEPERS ASSOCIATION (RBKA)

Privacy Notice

What personal data does RBKA collect?

The data we routinely collect include members' names, addresses and email addresses. We collect this data directly from our members when they join our Association.

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. For all except Associate Members we pass your data to the British Beekeepers Association (BBKA) and the Yorkshire Beekeepers Association (YBKA) for their use as explained in the section below.

Who is your data shared with?

Your membership data is passed on to the YBKA and BBKA, of which you become a member when you join the RBKA. Your personal data is not passed on by us to organisations.

Where does this data come from?

Data for our members comes from them when they join RBKA.

The information held by the BBKA may be updated by YBKA /RBKA if you have given it permission to change your record.

How is your data stored?

This information is mainly stored in digital form on computers and in the form of written documents stored by the Treasurer /Chairman of the RBKA 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 RBKA discharges its obligations under the GDPR is the elected Treasurer.

Who has access to your data?

The Treasurer, Chairman and Secretary of the RBKA and two members of the committee of the Yorkshire Beekeepers Association, namely the Treasurer and Membership Secretary, have access to members' data in order for them to carry out their legitimate tasks for the organisation.

There are no sub-contractors of the Yorkshire Beekeepers Association or RBKA to whom access to data is given.

What is the legal basis for collecting this data?

The YBKA and RBKA collect personal data that are 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 Simon Lathlean, Treasurer RBKA [treasurer@btinternet.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 the YBKA & RBKA 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 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 (such as the IMYB) or gain any concessions based on age. RBKA does not collect date of birth.
- You may choose not to receive information emails from the Yorkshire Beekeepers Association /RBKA (we do not send any out on behalf of other organisations).
- Any of these options can be implemented for your Association membership by contacting Roger Chappel, General Secretary YBKA & Simon Lathlean RBKA Treasurer

How long we keep your data for, and why?

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.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period. For instance, as your Association is a charity claiming Gift Aid we need to hold members details for up to seven years to comply with any future HMRC query.

What happens if a member dies?

We normally keep members' information after they die for a period of one year. 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.