



# Chalfonts Beekeepers' Society

Registered Charity No. 1121231

## DATA PROTECTION POLICY

At CBS, we are committed to protecting your privacy. This Policy explains when and why we collect personal information about people, how we use it, the conditions under which we may disclose it to others and how we keep it secure. We may change this Policy from time to time; when we do, we will post the current version on the CBS website for you to check.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with personal information. You can find further details on the GDPR on the Information Commissioner's website.

### Who are we?

We are Chalfonts Beekeepers' Society (CBS), one of four Beekeeper Associations in Buckinghamshire. Through our county Association we are affiliated with the British Beekeepers Association (BBKA), which is also a registered charity (no. 212025) and which is based at The National Beekeeping Centre, National Agricultural Centre, Stoneleigh Park, Warwickshire, CV8 2LG.

### How do we obtain information from you?

We obtain information about you when you complete a membership application, renewal or upgrade form. We also obtain information when members sign up for courses (e.g. the Beginners Course). We do not collect any information about visitors to our website unless a visitor is signing up as a member.

### What is the legal basis for collecting this information?

CBS collects personal information that is required for its legitimate purposes as a membership organisation representing beekeepers. We collect and retain some information, such as that relating to Gift Aid, in order to comply with our legal obligations.

### What type of information do we collect?

The personal information we collect may include your name, postal and email addresses, contact telephone number(s), membership category and the membership options that you selected on the membership application form. For the Beginners' Course we also ask for confirmation of your age and if under 18 guardianship details.

### How do we use information about you?

We use data about members for the administration of membership, the communication of information and the organisation of events through email distribution lists, direct email and postal services. We pass the names, and postal and email addresses of Full Members (including Family Members) to the BBKA and BDI to enable it to deliver its benefits such insurance cover and monthly newsletter.

## How long do we keep information about you?

We will hold your personal information for only as long as it is required. We are legally required to hold some types of information to fulfill our statutory obligations; for example the collection of Gift Aid. We may keep such information for up to seven years in order to be able to comply with any future HMRC query. We keep your personal information after a membership has lapsed, because of the need to provide confirmation of the period of BBKA membership and insurance cover by the BBKA public liability insurance.

## Who has access to information about you?

For the purposes of GDPR, the Association's Membership Secretary is the "controller" of all information that we hold about Association members. The CBS Committee members have access to this information so that they can fulfill the duties of their roles. We will not sell, rent or pass information about you to third parties, except the BBKA and BDI, for any purposes. The BBKA privacy policy can be viewed [here](#).

## Your choices

We will always respect your wishes about the types of communications that you receive from CBS. However, in order to fulfill our obligations to you as a member, we must send you some types of communications regardless of your preferences. Examples of these obligatory communications include membership renewal notices and reminders and notices of formal Association meetings. If you do not want to receive newsletter emails, or be contacted by any other means, you can opt out by contacting [webmaster@chalfontsbeekeepers.co.uk](mailto:webmaster@chalfontsbeekeepers.co.uk). Any complaints should be made to a member of the Committee or directly to the Information Commissioner's Office.

## How you can access and update your information

At any time you can request from [membership@chalfontsbeekeepers.co.uk](mailto:membership@chalfontsbeekeepers.co.uk) details of the information that we hold on you and update any of the information held. You should keep the Membership Secretary informed of any changes to information about you such as your postal address, telephone number, etc. By renewing your membership each year, you confirm or update such information and authorise the Association to hold it on file.

## Security precautions in place to protect the loss, misuse or alteration of your information

We hold information about members in two forms; on completed membership forms and on a database. We store the membership forms on secure premises and the Membership Secretary controls access to them. The database is password protected, resides on a secure and resilient server that only the CBS Committee can access. The Membership Secretary keeps a password-protected backup of this database on a secure computer.

## Contact details:

### Trustee

**Name:** Giles Kenwright

**Email:** [webmaster@chalfontsbeekeepers.co.uk](mailto:webmaster@chalfontsbeekeepers.co.uk)

We are committed to reviewing our policy and good practice annually.