

BABKA

# Data Protection Policy

Barkston Ash Beekeepers Association

- 1 As a not-for-profit organisation, BABKA chooses exemption from notification (to the Information Commissioner, the body which maintains a register of Data Controllers) of its data holdings and Data Controller (the Association Secretary) under the Data Protection Act 1998. [See [www.ico.gov.uk](http://www.ico.gov.uk)]. Nevertheless the Association intends to implement best practice on data protection in accordance with the principles of the Act.
- 2 BABKA holds information supplied by members about themselves under conditions agreed by members and for the purposes (including disclosures) agreed by members through their elected Association committee. Members may see all the information held on them at any reasonable time, having the “right of subject access”.
- 3 All membership applications, without exception, will be made through the standard on-line system used by BABKA (WebCollect), which includes BABKA data protection policy information sufficient to provide informed consent as to the standard procedures under which the data to be provided is to be kept. In addition, this on-line form will provide an opportunity for applicants for membership to request an ‘opt out’ from all or any of the standard procedures.

BABKA has confidence in the security provided by WebCollect. Their policy and information on data security can be viewed at

<https://webcollect.org.uk/pub/security>

and their Privacy Policy can be viewed at:

<https://webcollect.org.uk/help-topic/privacy-notice>

- 4 It is the responsibility of the Membership Secretary to take ‘reasonable steps’ to ensure the accuracy of the main database information held on members through periodic checks. It is the responsibility of those holding the data to ensure the security of the data with oversight by the Committee. Additionally, each member has the opportunity to amend their own data from time to time, as necessary, through the on-line system used by BABKA (WebCollect).
- 5 No information other than that listed in the standard procedures (see paragraph 6 below) will be retained. It will be retained for a limited period; for as long as it is ‘meaningful’ (adequate, relevant and not excessive) and otherwise immediately deleted and/or shredded.

## **6 Standard Procedures for the Retention and Disclosure of BABKA Data**

### **6.1 Retention of Data**

- 6.1.1 The BABKA database will record name, postal addresses, telephone numbers, email addresses and subscription payment details, including membership category, of all members.
- 6.1.2 Where applicable, Gift Aid donation forms will be retained.

- 6.1.3 From time to time other information may be recorded as paper or electronic records for brief periods and only for the immediate purpose at hand. This includes Show results, BBKA qualifications, BABKA courses attended, willingness to help at events, etc.

## **6.2 Disclosure of Data to Third Parties**

- 6.2.1 BABKA will disclose to the Yorkshire Beekeepers Association (YBKA) and the British Beekeepers Association (BBKA) names, addresses and membership categories of all members. This is for the purposes of payment of capitation fees and for mailing BBKA News and YBKA news.
- 6.2.2 BABKA will disclose to WebCollect, the current on-line association management system, names, addresses, telephone numbers and membership categories of all members for the purpose of necessary administration such as membership renewal and course bookings. Financial details are fully encrypted, and therefore not available to Webcollect.
- 6.2.3 Names and addresses (including e-mail addresses) of members together with telephone numbers will be disclosed to the Regional Bee Disease Inspector at least annually for the specific purpose of improving disease control.
- 6.2.4 Subscription and other payment records (for example, expenses) will be retained by the BABKA Treasurer for a period of six years, and then shredded and/or deleted. Further disclosure may be made by the Treasurer to an appointed Auditor for the specific purpose of independent review of the accounts.

## **6.3 Disclosure of Data to Association members**

- 6.3.1 E-mail addresses to contact Officers of BABKA, Committee members and holders of special responsibility will be displayed on the BABKA website and publicity leaflets as appropriate.
- 6.3.2 Officers of the Association and Committee members will have available the e-mail addresses and telephone numbers of other Officers and Committee members for the specific purpose of circulation of information relevant to Committee meetings and management of the Association.
- 6.3.3 The Officers and Committee members may use members e-mail addresses for the circulation of information directly relevant to them (for example notice of upcoming meetings and last minute changes to such meetings) and their interests (for example participation in events) and any urgent matters (for example, detection of bee disease in the BABKA area).