

East Dorset Beekeeping Association (EDBKA)

Data Protection & Privacy Statement

Introduction

The East Dorset Beekeeping Association (EDBKA) is committed to protecting the privacy and security of personal information. In the course of running our association — including managing membership, training, events, and communications — we collect and process certain personal data.

This policy explains how we use, store, and protect your information, and your rights in relation to data held by us. It reflects the principles of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and guidance from the British Beekeepers Association (BBKA, ER2).

Purpose of Collecting Data

We collect personal data to:

- Administer membership records and subscriptions.
- Communicate with members about training courses, meetings, events, and newsletters.
- Maintain health and safety records, including emergency contact details for apiary sessions.
- Comply with legal and regulatory obligations (e.g. insurance, safeguarding, or food safety).
- Support the aims and objectives of the association, including education and community outreach.

What Information We Collect

Information collected may include:

- Name, postal address, email address, and telephone number.
- Membership details (including BBKA registration where applicable).
- Attendance at courses, events, or apiary sessions.
- Health-related information volunteered for safety reasons (e.g. bee sting allergies, medical conditions relevant to apiary activities).
- Photographs taken at association events (with consent).

How We Use and Store Information

- Personal information is used only for the purposes stated above and only shared with those who need to know (e.g. committee members, course leaders).
- Data is stored securely, whether in digital or paper format, and access is limited to authorised committee members.
- We do not sell, share, or disclose personal data to third parties for marketing purposes.
- Where necessary, information may be shared with the BBKA (e.g. for membership records, insurance, or training purposes).

Lawful Basis for Processing

EDBKA relies on the following lawful bases under UK GDPR:

- Contract – for managing membership subscriptions and benefits.
- Legal Obligation – for compliance with statutory requirements (e.g. safeguarding, insurance).
- Consent – for optional activities, such as photographs or inclusion in mailing lists.
- Legitimate Interests – for running the association and delivering member services effectively.

Data Retention

- Membership records are kept for the duration of an individual's membership and deleted within 12 months after membership lapses.
- Health and safety information provided for events is kept only for the duration of that event.
- Financial records (including payments for membership or courses) are retained in line with legal requirements (typically 6 years).
- Photographs or publicity materials are retained only with consent and reviewed periodically.

Your Rights

Members and visitors have the right to:

- Access the personal data we hold about them.
- Request corrections if their information is inaccurate or incomplete.
- Request deletion of their data (subject to legal obligations).
- Withdraw consent for optional data use at any time (e.g. photographs).
- Raise a concern or complaint with the Information Commissioner's Office (ICO) if they believe their data has been misused.

Data Security

We take appropriate technical and organisational measures to safeguard personal data:

- Electronic data is stored on password-protected devices or secure cloud services.
- Paper records are kept securely and disposed of responsibly.
- Committee members handling personal data are aware of and trained in data protection principles.

Future Access and Microsoft Licensing

To strengthen transparency and accessibility, EDBKA is working towards storing all key association documents — including policies, meeting records, and governance papers — under our Microsoft 365 licence. This will allow secure cloud-based storage, with controlled access for committee members and, where appropriate, members of the association.

By linking documents to Microsoft services such as SharePoint and OneDrive, we will ensure:

- Data is backed up securely and protected by Microsoft's enterprise-level security.
- Access is centralised and permission-based, reducing reliance on individuals' devices.
- Members can access up-to-date policies and records in a clear and consistent way.

This development is part of our long-term commitment to good governance, accountability, and compliance with data protection best practice.

Photography and Publicity

Photographs taken at apiary sessions, events, or training days will only be used with consent and for legitimate purposes (e.g. newsletters, website, or social media). Members may opt out of having their image used.

Review and Updates

This statement will be reviewed annually by the EDBKA Management Committee to ensure it remains compliant with legislation and BBKA guidance. Updates will be communicated to members through our website and newsletters.

Contact

If you have any questions about this statement or the way your data is handled, please contact the Association Secretary or designated Data Protection Officer via the details provided on the EDBKA website.

Conclusion

The East Dorset Beekeeping Association is committed to protecting the privacy, dignity, and rights of all members, volunteers, and visitors. By handling personal information responsibly and using secure digital systems, we ensure trust, transparency, and compliance with data protection law.