



Data Protection & Privacy Statement

Introduction

The East Dorset Beekeeping Association (EDBKA) is a volunteer-run membership association and an affiliated branch of Dorset Beekeepers' Association (DBKA), which is affiliated to the British Beekeepers' Association (BBKA).

For the purposes of this notice, EDBKA is responsible for deciding how and why it uses personal information in connection with its own membership administration, activities and communications. Where information is also processed by DBKA, BBKA, Bee Diseases Insurance Ltd (BDI) or another membership service provider, those organizations may have their own data protection responsibilities and privacy notices.

Purpose of this notice

This notice explains what personal information EDBKA may collect, why it is needed, how it is used and protected, who may receive it, how long it is retained and the rights available to individuals under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

It applies to members, prospective members, course participants, volunteers, event attendees, visitors, speakers, suppliers and other people who have contact with EDBKA.

Personal Information we may collect

Depending on a person's relationship with EDBKA, the information collected may include:

- name, postal address, email address and telephone number;
- membership category, membership number, renewal status and relevant BBKA or DBKA details;
- subscription and payment information, including whether a payment has been received and reconciled;
- attendance at training courses, meetings, events, assessments or apiary sessions;
- qualifications, training records, volunteering roles or committee responsibilities;
- emergency contact information;
- limited health or allergy information voluntarily provided where relevant to safe participation in an activity;
- correspondence, enquiries, complaints or safeguarding and incident records;

- photographs or video recordings taken at EDBKA activities where an appropriate lawful basis applies; and
- other information reasonably required to administer the Association or provide a requested service.

EDBKA will seek to collect only information that is adequate, relevant and limited to what is reasonably necessary for the stated purpose.

How and why we use personal information

EDBKA may use personal information to:

- administer membership applications, renewals, subscriptions and membership benefits;
- maintain accurate membership records;
- send subscription reminders and other essential membership communications;
- enable the Treasurer to check and reconcile payments received;
- communicate about meetings, training, apiary activities, assessments, events, newsletters, governance and matters relevant to members;
- manage courses, attendance, waiting lists, volunteers and speakers;
- support health and safety, emergency arrangements, safeguarding and insurance requirements;
- maintain appropriate financial, governance and legal records;
- respond to enquiries, concerns or complaints;
- promote EDBKA's educational and community activities, where appropriate; and
- protect the legitimate interests, property and reputation of EDBKA and its members.

Membership administration and the ER2 system

EDBKA principally manages its membership records through the eReturn2 membership administration system, commonly known as ER2. ER2 supports membership administration across the beekeeping association structure and is used by EDBKA to maintain membership details, administer subscriptions and renewals, send relevant member communications and reminders, and check that subscription payments have been received.

Access to EDBKA membership information in ER2 is restricted to authorised committee officers who require access for their role. This will normally be limited to the Chair, Secretary, Membership Secretary and Treasurer. Access permissions must be reviewed when officers or responsibilities change and removed promptly when access is no longer required.

Each authorised user must use their own secure access credentials, keep those credentials confidential and access membership information only for Association business connected with their role.

Membership communications

EDBKA will use members' contact details to send communications that are reasonably connected with membership, including renewal notices, subscription reminders, notices of meetings, training and apiary information, governance communications, safety information and Association newsletters.

These core membership communications are normally necessary to administer membership or are sent in EDBKA's legitimate interests. They are not treated in the same way as unrelated third-party marketing.

Members may ask not to receive non-essential promotional communications. However, EDBKA may still need to send essential administrative, legal, safety or governance messages while the person remains a member.

Lawful bases for processing

EDBKA will process personal information only where it has a lawful basis. Depending on the purpose, this may include:

- Contract - where processing is necessary to administer membership, subscriptions, training bookings or services requested by an individual;
- Legitimate interests - where processing is reasonably necessary to operate and protect the Association, provide member services, communicate with members and pursue EDBKA's educational aims, provided those interests do not override the individual's rights and interests;
- Legal obligation - where EDBKA must retain, use or disclose information to comply with applicable law;
- Consent - where an individual has been given a genuine choice, for example for certain photographs, publicity uses or optional communications; and

Vital interests - in the limited circumstances where information must be used to protect someone's life or physical safety

Health information and other special category data

Information about health, allergies or medical conditions is a special category of personal data and will be handled with additional care. EDBKA will request only the minimum information reasonably needed for a particular safety purpose.

Where a person voluntarily provides information, such as a serious bee-sting allergy, relevant to an apiary session or event, EDBKA will normally use it with the individual's explicit consent and restrict access to those who need it for safety or emergency purposes.

Detailed medical information should not ordinarily be recorded in ER2 unless the system is specifically intended and approved for that purpose. Event-specific information should be retained only for as long as necessary, subject to any accident, insurance or legal recordkeeping requirement.

Sharing personal information

EDBKA does not sell personal information and will not disclose it for unrelated third-party marketing.

Where applicable to a member's category of membership or requested services, relevant information may be shared with or processed by:

- Dorset Beekeepers' Association;
- the British Beekeepers' Association;
- Bee Diseases Insurance Ltd;
- providers involved in administering ER2 or related membership services;
- course tutors, event organisers or authorised volunteers where they need limited information to carry out their role;
- professional advisers, insurers, banks, payment providers or technology providers where reasonably necessary; and
- the police, local authority, safeguarding bodies, regulators or other authorities where required by law or necessary to protect someone from harm.

Only information that is reasonably necessary for the relevant purpose will be shared. Recipients are expected to handle it securely and in accordance with their own legal obligations.

Downloading and handling membership information

Where information is downloaded or exported from ER2 for a specific administrative purpose, only the information required for that task should be included.

Downloaded membership lists, spreadsheets or reports must:

- be stored securely on a password-protected device or approved secure cloud service;
- be accessible only to authorised people who need the information;
- not be forwarded through personal channels or copied more widely than necessary;
- not be retained indefinitely on personal devices;
- be deleted securely when the task has been completed and the information is no longer required; and
- never be used for personal, commercial or unrelated purposes.

Storage and security

EDBKA will take reasonable technical and organizational measures to protect personal information against loss, misuse, unauthorised access, alteration or disclosure. These measures may include password protection, multi-factor authentication where available, permission-based access, secure cloud storage, locked storage for paper records, secure disposal and periodic review of access rights.

EDBKA may use approved cloud services, including Microsoft 365, to store Association records. Access will be permission-based and limited according to role. Documents containing personal or confidential information will not be made generally available to members.

Committee members and volunteers who handle personal information must maintain confidentiality and follow this notice and any related EDBKA procedures.

Personal data breaches

Any loss, accidental disclosure, misdirected email, unauthorised access, compromised password or other suspected personal data breach must be reported immediately to the Association Secretary or nominated Data Protection Lead.

EDBKA will record and assess the incident, take reasonable steps to contain it and, where required, notify affected individuals and the Information Commissioner's Office within the applicable legal timescale.

Data Retention and deletion

EDBKA will retain personal information only for as long as reasonably necessary for the purpose for which it was collected, taking into account legal, accounting, insurance, safeguarding, and administrative requirements.

In particular:

- active membership information will be retained for the duration of membership;
- when membership ends, information will be deleted, anonymised or restricted when no longer required;
- limited former-member information may be retained where reasonably necessary for financial records, insurance, qualification records, dispute resolution, governance history or other legitimate administrative purposes;
- financial and accounting records will normally be retained for at least six years after the relevant accounting period, where required;
- event-specific health or emergency information will be deleted when no longer required, subject to any incident, insurance or legal retention need; and
- photographs and publicity material will be reviewed periodically and removed where there is no longer an appropriate purpose or lawful basis for retaining them.

EDBKA cannot require another independent organization, such as DBKA, BBKA or BDI, to apply EDBKA's retention periods to records for which that organization is separately responsible

Photography and publicity

EDBKA may take photographs or video recordings at apiary sessions, training days, shows and other events. Where individuals are the main subject of an image, or where children or vulnerable adults are involved, EDBKA will seek appropriate consent or otherwise ensure that a suitable lawful basis and safeguarding arrangement is in place.

Images may be used in newsletters, on the EDBKA website, on social media, in educational material or for Association publicity. Members and visitors may tell the organiser that they do not wish to be photographed or ask EDBKA to stop using an identifiable image where consent was the basis for its use.

Individual rights

Subject to the conditions and exemptions in data protection law, individuals may have the right to:

- be informed about how their information is used;
- request access to personal information held about them;
- request correction of inaccurate or incomplete information;
- request deletion of information in certain circumstances;
- request restriction of processing in certain circumstances;
- object to processing based on legitimate interests or to direct marketing;
- withdraw consent at any time where processing is based on consent;
- receive certain information in a portable format, where applicable; and
- complain to the Information Commissioner's Office.

A request should be made to the Association Secretary or nominated Data Protection Lead. EDBKA may need to verify the requester's identity before releasing or changing information.

Accuracy of information

Members are asked to inform the Membership Secretary promptly if their contact or membership details change. EDBKA will take reasonable steps to correct inaccurate information in its own records and, where appropriate, update ER2 or notify the relevant membership organisation.

Children's information

Where EDBKA collects personal information about a child, it will do so only where reasonably necessary for membership, training, an event, safeguarding or another stated purpose. Information will be handled in an age-appropriate manner and, where required, consent or information will be obtained from a parent, guardian, school or responsible organisation.

Contacts and complaints

Questions, requests or concerns about this notice or EDBKA's use of personal information should be sent to:

Association Secretary / Data Protection Lead

East Dorset Beekeeping Association

Email: secretary@edbka.org.uk

Individuals also have the right to raise a concern with the Information Commissioner's Office. EDBKA would welcome the opportunity to address a concern directly in the first instance.

Review and updates

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.

Approval record

Policy adopted by Committee	25 August 2025
Previous revision	17 June 2026 (version 2)
Rewritten and updated	18 July 2026
Next scheduled review	July 2027, or earlier if required

This notice should be read alongside any EDBKA membership, safeguarding, photography, records management, information security and data breach procedures in force from time to time.