

## **Harrogate and Ripon Beekeepers Association**

### **Policy on Data Protection**

1 As a not-for-profit organization HRBKA 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 General 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 HRBKA 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 information held on them at any reasonable time, having 'the right of subject access'.

3 All membership applications , without exception, will be made on a standard form which includes HRBKA 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 the form will provide an opportunity for applicants for membership to request an opt out from all or any of the standard procedures. Where a request for an opt out may adversely impact upon the Association, its members, associated bodies or beekeeping in general ( for example, a request to opt out from HRBKA informing The Regional Bee Disease Inspector of the address of a member) the Membership Secretary must inform the Committee immediately.

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.

5 No information other than that listed in the standard procedures 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 shredded or /and deleted.

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

#### **6a Retention of Data**

The HRBKA database will record the names, postal addresses, telephone numbers, email addresses and subscription payment details of all members .Where applicable the BBKA examination results and / or level of BBKA qualification will also be recorded.

From time to time other information may be recorded usually as paper records for brief periods and only for the immediate purpose at hand. This includes Show results, willingness to assist at Shows, skills that may be of value to the Association, and with Association demonstrations etc.

As part of the Spray Liaison Scheme the location of members apiaries may be recorded.

## **6b Disclosure of Data to Third Parties**

HRBKA will disclose to the BBKA names, addresses and membership classification of all members. This is for the specific purposes of mailing BBKA News.

Names and addresses ( including email 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.

Names and addresses may need to be disclosed to Bee Diseases Insurance Ltd for the purpose of protection of members.

The location of apiary sites belonging to members together with the members name and telephone number will be circulated at least annually to appropriate spray contractors, farmers, and growers for the specific purpose of prevention of loss of colonies.

Subscription and other payment (for example, expenses) records will be retained by the Association treasurer for a period of six years, and then shredded and/or deleted. Further disclosure may be made by the treasurer to the auditor for the specific purpose of validation of the accounts.

The Association may provide the names and telephone numbers of Association members to members of the public who have bee- related problems so that advice and perhaps assistance may be provided , especially in relation to swarms. Members may opt out of providing this facility on request to the membership secretary. [HRBKA Committee 11.07.2012]

## **6c Disclosure of Data to Association members**

The names, postal addresses, telephone numbers and email addresses of Officers of the Association, committee members and holders of posts of Special Responsibility will be published in each edition of The Apiarist. The latter is circulated to all members. The Apiarist has further restricted circulation to the editors of similar BKA publications.

An Association Directory will be published annually. This contains the information referred to above and in addition the names, postal addresses, telephone numbers and email addresses of all members. This is circulated to all members.

Officers of the Association and committee members will have available the email address of other Officers and committee members for the specific purpose of circulation of information relevant to committee meetings and management of the Association.

The Officers and committee members may use members email addresses for the circulation of information directly relevant to their class of membership ( for example notice of upcoming meetings and last minute changes to such meetings ) and interests ( for example membership of a show or education group) and any urgent matters ( for example detection of bee disease in the Association area). The email addresses of all members are included in Google Groups subject to their assent. Pjr gen sec 18.07.2012