

**Petersfield and District Beekeepers Association (PDBKA)**  
**Privacy Policy**

**Privacy Policy**

The Petersfield and District Beekeepers Association (PDBKA) is committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who are members or attend training courses or apply for membership, how we use it, the conditions under which we may disclose it to others and how we keep it secure. By becoming a member or by completing an application for a training course or having completed an application for membership or using our website, you are agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [petersfieldbees@pdbka.org.uk](mailto:petersfieldbees@pdbka.org.uk) or by writing to the PDBKA.

All personal data collected by the PDBKA from members, attendees at training courses and applicants for membership shall be solely for the purposes the PDBKA and shall only be further processed in connection with its relationship and membership with Hampshire Beekeeping Association (HBA) and the British Beekeeping Association (BBKA) and the Bee Diseases Insurance (BDI). The personal data collected each year may also be archived for a limited period of not more than two years after the personal data is no longer applicable. Any personal data found to be inaccurate shall be rectified or deleted from the records.

The personal data shall be protected against unauthorised or unlawful use by any third party and against accidental loss or destruction. Any person who has submitted personal data to PDBKA has the right to request a copy or have incorrect personal data amended held by PDBKA.

The rules summarised above on processing of personal data are set out in full in article 5 of the General Data Protection Regulation (GDPR).

**The Association.**

Petersfield and District Beekeepers Association (PDBKA) is a registered charity (No.288178) dedicated, to promote the craft of beekeeping to its members and to educate the public. Under the GDPR regulations PDBKA is the data controller. This means we decide how your personal data collected is processed in connection with your membership of PDBKA. Personal data will not be used or sold for marketing purposes and will only be used by PDBKA, HBA, BBKA or BDI to communicate with you in connection with your membership or to provide information which may affect your bees.

**How do we collect information from you?**

We obtain information about you when you apply and register to join PDBKA, whether as a member or attend a training course or make any contact with us about our services, if you make a donation or if you register to receive our regular newsletters.

We also receive and process personal information regarding membership applications and renewals as well as details to enrol members on the Bee Disease Insurance scheme.

**What type of information is collected from you?**

The personal information we collect might include your name, address, email address, phone number. If you are not a member and make a donation, we shall collect the same information as a member. PDBKA is affiliated to HBA and BBKA and will pass on basic contact details such as your name, address,

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email address, phone number, number of hives owned, associations you belong to and any beekeeping qualifications.

**How is your information used?**

We may use your information to:

- Process applications or renewal of membership of the PDBKA including capitation fees and membership of the Bee Diseases Insurance scheme (BDI)
- Process a donation that you have made;
- Process applications for assessments, module exams and other courses, conventions or events;
- Dealing with entries into any competitions;
- Seek your views or comments on the services we provide;
- Notify you of changes to our services;
- Email or Post the PDBKA newsletters to your nominated address.
- Send you communications that may be of interest to you. These may include newsletters, information about campaigns, appeals, events and any other activities connected with your membership;

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity.

**What is our legal basis for processing your personal data?**

Our lawful basis for processing your general personal data under article 6 of GDPR is as follows;

– **Consent of the data subject**

We will directly ask for your consent to process your data -

- To receive our regular newsletter.
- When you register for membership of the PDBKA
- When you apply for any PDBKA courses, module exams, assessments, correspondence courses etc so we can process your application and any payment involved as well as inform you of the venues and other details as well as the results.

– **Processing necessary for the purposes of the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the data subject**

- We will use your personal data to process and facilitate your membership of the PDBKA received either directly or passed to us via an affiliated Association. Relevant parts of this information will be passed to the Bee Disease Insurance scheme to process your premium and arrange your policy.

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- We will also use your personal contact information to facilitate assessments and module exams, passing this onto the HBA and BBKA exam board and individual assessors where needed to undertake the relevant examinations.
- PDBKA members may also choose to provide the PDBKA with basic personal contact details so that they can be contacted by members of the public to facilitate the collection of Honeybee swarms.

**Who has access to your information?**

The PDBKA requires access to personal information such as name, address, phone and email details in order to process your membership of the PDBKA and Bee Disease Insurance scheme (BDI) as well as to facilitate any courses or exams you might take. It is important to note:

- We will not sell or rent your information to third parties.
- We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process donations or to mail your copy of the BBKA News each month). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service. Please be reassured that we will not release your information to third parties other than BBKA or HBA (a BBKA member association) for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

We may transfer your personal information to a third party if we are under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our members. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

**Your choices.**

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct communications, then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email at: [petersfieldbees@pdbka.org.uk](mailto:petersfieldbees@pdbka.org.uk)

**How can you access and update your information?**

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: [petersfieldbees@pdbka.org.uk](mailto:petersfieldbees@pdbka.org.uk)

You have the right to request a copy of the information held by PDBKA about you.

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

When you give us personal information, we take steps to ensure that it is treated securely. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer or Google Chrome.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

**Profiling.**

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively. We may also use your personal information to detect and reduce fraud and credit risk.

**Use of 'cookies'.**

Like many other websites, the PDBKA website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your preferences. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, look in your browser settings. Turning cookies off may result in a loss of functionality when using our website.

**Links to other websites.**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

**16 or under.**

We are concerned to protect the privacy of children aged 16 or under. We do not process anyone's data aged under 16 without their parents/guardians explicit permission. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

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**Transferring your information outside of Europe.**

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you are agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

**How can you make a complaint?**

To exercise all relevant rights, queries or complaints please in the first instance contact the PDBKA Data Protection Officer via email at: [petersfieldbees@pdbka.org.uk](mailto:petersfieldbees@pdbka.org.uk).

Alternatively, if this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

**Further processing.**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing, setting out the relevant purposes, and processing conditions.

**Review of this Policy.**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

This Policy was last updated in 2023.