



## Privacy Notice for Members

The East of Scotland Beekeepers Association takes your privacy seriously and this privacy notice sets out how we will use your data, who we will share it with, how we keep it secure and your rights as a data subject.

### **What we need from you**

When you register as a member of East of Scotland Beekeepers Association or renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), we will ask you for the following personal information:

- Contact details – name, address, email address and phone number.

### **Why we need your personal information – contractual purposes**

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- Provide you with core member services, including an invitation to meetings with guest speakers.
- Organise 'Beginner Beekeeping Courses', Apiary Visits, and other ESBA activities.

### **Why we need your personal information – legitimate purposes**

We also process our members' personal information in pursuit of our legitimate interests to:

- Engage with you on subjects relevant to our representative role, including obtaining your views in surveys for research purposes, informing you of events and requesting your involvement or participation with ESBA events.
- Promote the performance and participation in beekeeping by suggesting courses, workshops, examinations and other training events that may be useful to you.
- Raise the awareness of beekeeping by capturing photos and videos at events. We will use this for promotion, education and development purposes and they may be used in our Website, Facebook or Twitter accounts.
- Celebrate the achievement in our craft by selecting members for awards, adjudge the products that members may submit in the Dundee Flower Show and select the winners for this event.
- Respond to your questions, comments, support needs, complaints or concerns.

### **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with obligations under:

- The Companies Act 2006 to maintain a register of our members, which includes name, address, date admitted to membership and date on which membership ceased, and hold general meetings, including issuing notices and AGM voting arrangements.
- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our trainers and volunteers are able to undertake regulated work with children and vulnerable adults.
- The Equality Act 2010, which requires us to process personal information and make reasonable adjustments where necessary.

### **Why we need your personal information – equality monitoring**

We will in the future, use aggregated and anonymised reports of personal information relating to sex, gender, disability, ethnic group, religion for equality monitoring purposes, enabling us to evaluate and promote equality of opportunity within our craft.

### **Other uses of your personal information**

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

### **Who we share your personal information with**

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

### **Third party suppliers with access to members' personal data**

The ESBA employs third party suppliers to provide services. These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

- Net Nerd (Formerly Free Virtual Servers) are based in the UK and they provide and maintain our Website and email accounts.

### **How we protect your personal information**

Your personal information is stored in our membership database that is protected in a secure environment on a separate standalone computer.

Your data is accessed only by our volunteers and for the purposes set out above.

## **How long we keep your personal information**

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for four years.

We keep certain personal information for longer in order to confirm your identity, when you were a member and for how long. We do this to comply with the Companies Act 2006, which requires us to keep a register of members, and in the event of a claim against East of Scotland Beekeepers Association.

### **You have the right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete
- Request that we delete your personal information.
- Access the personal data that we hold about you through a “subject access request”.

Change your communication preferences by contacting the secretary.

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)

**11<sup>th</sup> May 2018 REV 0**

**22<sup>nd</sup> August 2019 REV 1 (Updated to show new name of our website and email provider)**