**WEST CORNWALL BEEKEEPERS ASSOCIATION**

**DATA PROTECTION POLICY**

**Guidance**

Beekeeping Associations do not usually collect a lot of personal or sensitive information but any organisation which collect and holds personal identifiable information has a duty to process that information in accordance with the Data Protection Act 1998.

In the case of WCBKA this would apply, as a minimum, to any information gathered and held manually or electronically about members or individuals who may have provided personal or sensitive information prior to or during an apiary visit.

The eight principles of the Act are, in summary, that information must be:

1. Fairly and lawfully processed
2. Processed for specified purposes
3. Adequate, relevant and not excessive
4. Accurate and up-to-date
5. Not kept for longer than is necessary
6. Processed in line with individuals rights
7. Secure
8. Not transferred outside the European Economic Area without adequate protection.

The requirements are most likely to affect such officers as the Secretary, Treasurer, Membership Secretary and Apiary Manager although they will apply to any individual who holds personal information on the Association's behalf, however briefly.

**Policy**

It is the policy of WCBKA to comply with the Data Protection Regulations and any linked guidance and to this end all individuals who hold personal information on behalf of the Association must adhere to the following simple rules:

1. Only collect the minimum of information necessary for the specific purpose
2. Use information only for the purpose for which it is gathered
3. Do not share or pass the information to anyone else without the permission of the individual
4. Keep the information secure: electronic information must be password protected and hard copies (paper) must be locked away securely.
5. Take care in sending e-mails which contained sensitive or personal information. E-mails to groups should be sent as blind carbon copy (bcc) unless there has been specific consent from the recipient to make their e-mail addresses public. It is good practice to delete any open copy e-mail addresses in messages received before forwarding them to others.
6. It is a pre-requisite of becoming any Officer or Trustee of the Association, that that person's contact details are made available to members and to any members of the public for purposes relevant to beekeeping
7. Have in place a system to keep information up to date. This includes ensuring that once the information is no longer required it is deleted promptly, safely and effectively electronically and shredded or burnt if in paper form. Deletion of personal information from an officer’s personal computer will also be necessary should that individual cease to undertake that role.
8. Unauthorised use of information may result in termination of membership.

**Disclosure of Data to Association Members**

1. The names and e-mail addresses of Trustees and holders of ex officio posts will be published on the Association website.
2. The Trustees will have available the e-mail address of other Trustees and holders of ex officio posts for the specific purpose of circulation of information relevant to management of the Association.
3. The Trustees and holders of ex officio posts may use members’ e-mail addresses for the circulation of information directly relevant to individual members.

**Disclosure of Data to Third Parties**

1. WCBKA will disclose to the BBKA names, addresses and membership classification for the specific purpose of mailing BBKA News.
2. Names and addresses (including e-mail addresses) of members together with telephone numbers may be disclosed to the Regional Bee Disease Inspector for the specific purpose of improving disease control in the event of an outbreak.
3. Names and addresses may need to be disclosed to Bee Diseases Insurance Ltd for the purpose of protection of members.

**Retention of Data**

1. Subscription and other payment records will be retained for a period of at least six years. Further disclosure may be made to the auditor for the specific purpose of validation of the accounts.
2. Membership records will be retained by the Membership Secretary for a period of 6 years after membership lapses.