

SWHBK Privacy Notice

Introduction

Our membership process will inevitably involve us obtaining/receiving personal information about you. This may include 'special categories' of personal information (essentially meaning information that is sensitive in nature). We are committed to protecting the privacy and security of your personal data.

This privacy notice details how we will use personal information about you in accordance with the General Data Protection Regulation (GDPR).



SWHBK is registered with the Information Commissioner's Office (ICO), Ref. ZA495676 and has an assigned member of the committee acting as its Data Protection Officer. Details of this individual are available on request.

Data protection principles

We will comply with data protection law when processing your personal information. This means that the personal information we hold about you will be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes that we have explained to you and not used in any way that is incompatible with those purposes;
- relevant to the purposes we have told you about and limited only to those purposes;
- accurate and kept up to date;
- kept only as long as necessary for the purposes we have told you about;
- kept securely.

The kind of information we will hold about you

Personal data is any information about you from which you can be identified. We may collect and process the following personal information:

- The information you have supplied to us (e.g. in your membership form) including your name, address, telephone number, email address, and any other information gathered from the membership form

How we use your personal information

We will use the personal information we collect about you to:

- communicate with you;
- inform other bodies we are affiliated with to enable them to provide membership services e.g. British Beekeeping Association (BBKA) / Bee Disease Insurance (BDI) / Hampshire Beekeepers Association (HBA)/National Bee Unit – BeeBase
- comply with legal or regulatory requirements.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

If you fail to provide personal information

If you fail to provide certain information when requested, we / others may not be able to comply with our agreed obligations (e.g. arranging the correct level of insurance cover).

With whom we share data (including your personal information)

We may share your data with third parties, including third-party service providers and other entities.

We may share your personal information with the following third parties for the purposes of processing your application:

British Beekeeping Association (BBKA);
Bee Disease Insurance (BDI);
Hampshire Beekeepers Association (HBA).

We may also need to share your personal information to comply with the law.

We require third parties to respect the security of your data and to treat it in accordance with the law.

Links to Partner Privacy Policies:

BBKA - <https://www.bbka.org.uk/privacy-policy>

HBA - <https://hampshirebeekeepers.org.uk/hba-privacy-policy-gdpr-compliance/>

Data security

We have put in place measures to protect the security of your information and procedures to deal with any suspected data security breach. We will notify you and any suspected breach where we are legally required to do so.

We take steps to ensure that third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

How long we may use personal information

We will only retain your personal information for as long as is necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, record keeping, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

What are your responsibilities?

It is important that the personal information we hold about you is accurate and up to date. Please keep us informed if your personal information changes, or if you realise that the information we have about you is inaccurate.

What are your rights?

Under the GDPR law you have the right to:

- the fair processing of your personal data and transparency over how we use it;
- access to your personal information;
- require us to correct any mistakes in your information which we hold;
- require the erasure of personal information concerning you in certain situations;
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine readable format and have the right to request the transmission of this data to a third party in certain circumstances;
- object to our continued processing of your personal information in certain circumstances;
- otherwise restrict our processing of your personal information in certain circumstances.

Consent (including withdrawal)

In the limited circumstances where you may have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us. Once we have received notification that you have withdrawn your

consent, we will no longer process your information for the purpose or purposes to which you originally consented, unless we have another legitimate basis for doing so in law.

How to complain

We hope that we can quickly resolve any query or concern you raise about our use of your information

The GDPR also gives you a right to lodge a complaint with a supervisory authority, in particular in the EEA state where you normally live, or where any alleged infringement of the GDPR has occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

Changes to this privacy notice

This privacy notice was last updated on 24 January 2024, originally published 20th February 2019.

We may change this privacy notice from time to time. When we do, updates will be posted on this website.