

East Waterford Beekeepers' Association (EWBA)

Privacy Policy

This Privacy Policy applies to EWBA members and it explains how the Association processes your personal information.

Privacy Statement

EWBA is fully committed to adhering to the General Data Protection Regulations and the Data Protection Act 2018 and to respecting your privacy rights. This privacy statement sets out how we process personal data and information that you give to us. We are committed to protecting your personal information.

This privacy statement explains:

- Who we are and why we collect your personal data
- For how long we hold your data and who receives it
- How you may request the personal data we store about you
- Who to contact about data protection issues in our organisation

Who we are and what we do.

EWBA is a voluntary group of Beekeepers who come from the South East of Ireland and who meet in Waterford at regular intervals to promote the craft of beekeeping through lectures, courses, and associated activities. This privacy notice is aimed at individuals who join our association or who volunteer with us and attend our events.

What personal data does EWBA collect?

The data we routinely collect comes directly from people when they join EWBA through the completion of an EWBA Application Form which includes:

- Full name and home address.
- Contact information, such as home/ mobile phone numbers, e-mail addresses and Post Code.
- Type of subscription, the date and amount paid
- Data also stored comes from applicable FIBKA (The Federation of Irish Beekeepers) examination applications/results.
- 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 Honey Show results, willingness to assist at Shows, skills that may be of value to the Association, and with Association demonstrations etc.

EWBA Application Form

- This is a standard form which includes EWBA 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 with the awareness that that there can be no/or limited communication with the member. The application form is available to view on our website at www.waterfordbees.com under the Membership tab.

Why EWBA collects personal data?

- EWBA collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation representing Beekeepers.
- For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations under the Data Protection Act 2018.
- Any personal information that you provide will only be used for the purposes for which it has been provided and reasonable incidental purposes only. It will be treated with the highest standards of confidentiality and security and in strict accordance with the General Data Protection Regulation.

How can members check what personal data the Association holds about you?

- If you want to see the basic membership data we hold about you, you should contact the secretary at waterfordbees@gmail.com.
- You can contact us with a "Subject Access Request" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

Does EWBA collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data".

- EWBA does not record any such special data.

What is this personal data used for?

- We use members' data for the administration of their membership with EWBA and FIBKA, the communication of information, the organisation of events such as lectures, courses, Apiary Demonstrations or other Association activities.
- The Association may provide the names and telephone numbers of Association committee members/or members who have given their permission, 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 written request to the Association secretary.

Who is your personal data shared with?

- Members of the committee of EWBA have access to member's data when it is necessary for them to carry out their legitimate tasks on behalf of the Association.
- FIBKA Membership Secretary and Treasurer are given a copy of member's data for processing An Beachaire and Insurance details and for communicating with members of FIBKA.
- EWBA may appoint sub-contractors for specific IT support and in so doing those sub-contractors may have access to data specifically for the tasks for which they have been engaged.
- Under no circumstance shall your data be furnished to third party entities for any reason except that which may be disclosed where required or authorised by law,
- Further disclosure may be made by the treasurer to the auditor for the specific purpose of validation of the accounts.
- The names, telephone numbers and email addresses of Officers of the Association, will be posted on the Association website.
- Officers of the Association and committee members will have available the email address and phone no. 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 or phone no's. 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 other relevant business.

How is Personal Data Updated?

- Data is updated on our systems when members contact us to update their information (typically by phone, email or via our website) or we may contact members to establish if there are any changes to the data we hold on file by the same methods of communication.
- FIBKA will be updated of all changes by the EWBA Secretary.

How is personal data stored/Protected?

- This information is stored in digital form on computers, mobile phones and in the form of written documents.
- Phones and Computers are password protected in order to protect your data.
- Written Records are stored in a locked Filing Cabinet held by the EWBA Secretary and the same applies to EWBA records held by the Treasurer.
- Bulk E mails to members are sent as BCC.

How can you ask for personal data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- You could maintain your Association membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address, but of course this would limit what we and FIBKA are able to provide you with in the way of written information, so you would not be able to get An Beachaire delivered in printed form or any other benefits that require a postal address.
- You may choose not to receive information emails from EWBA, including those we send on behalf of FIBKA.
- Any of these options can be implemented for your Association membership by contacting the EWBA secretary at waterford bees@gmail.com.

How long do we keep your personal data for, and why?

- We normally keep members' data for as long as they are a member of EWBA. We do not keep members' data after they resign or are deceased or if their membership lapses. In exceptional circumstances we may have to keep personal data for legal reasons. However, we will delete any former member's contact details entirely on written request and subject to compliance with the Data Protection Act.
- Subscriptions and other payments (for example, expenses, purchases) records must legally be retained by the Association treasurer for a period of six years, and then shredded and/or deleted.

Children's Privacy Protection

We understand the importance of protecting children's privacy. It is not our policy to intentionally collect or maintain information about anyone under the age of 18 years who is a member of EWBA. We record only the name of the child for membership purposes. We record the parents address, phone number and email address as the means of contacting the child.

Website Usage

We do not knowingly collect information following usage of our website.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) the Association does not have a statutory requirement to have a Data Protection Officer. Nevertheless, the Association intends to implement best practice on data protection in accordance with the principles of the Act.

Complaints

If you wish to make a complaint about how your personal data is processed by us or how your data processing complaint has been handled by us, you have a right to lodge a complaint with the Supervisory Authority. The contact details for the Data Protection Commission's office is as follows:

Post: Office of the Data Protection Commission. Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23, Ireland.

Telephone: +353 (0761) 104 800; LoCall 1890 25 22 31

Email: info@dataprotection.ie

This privacy statement was written on 04/02/2019 by Anne Marie Fogarty Hon. Secretary EWBA.

This is a live document and is subject to regular review. We reserve the right to modify this privacy statement at any time. We encourage you to review this privacy statement each time you visit our website.