

Founded 1881, Re-established 1919



Area Association Member of the BBKA

## **CORNWALL BEEKEEPERS' ASSOCIATION**

Charity Number 298470 [www.cbka.co.uk](http://www.cbka.co.uk)

# **CBKA Privacy Policy**

## **Revision 1**

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## **CORNWALL BEEKEEPERS' ASSOCIATION**

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### **1. Introduction**

The Cornwall Beekeepers' Association (CBKA) is committed to protecting and respecting your privacy and personal data.

This Policy (together with our websites terms of use and any other documents referred to on it) explains when and why we collect personal information about our members and people who visit our website. It details how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [cbkacharity@gmail.com](mailto:cbkacharity@gmail.com) or by writing to the CBKA, Cleveland, Hallworthy, Camelford, Cornwall, PL32 9SH.

The rules on processing of personal data are set out in the General Data Protection Regulations (the "GDPR").

### **2. Who are we?**

We are the Cornwall Beekeepers' Association (CBKA). We are classed under the GDPR regulations as a data controller. That means we are required by law to tell you how your personal data is processed and for what purposes. The CBKA is a registered charity (no. 298470). The registered address is CBKA, Cleveland, Hallworthy, Camelford, Cornwall, PL32 9SH. We have 8 local groups across Cornwall who also fall under this policy.

### **3. How we collect data from you**

We obtain information about you when you join the association, or use our website.

### **4. What type of information is collected from you**

The personal information we collect when you visit our website might include your name, address, email address, phone number, IP address, and information regarding what pages are accessed and when.

If you apply to become a member we will record your salutation, name, address, contact email and phone numbers. When you go online to register you have a chance to correct any information that we hold about you and to advise whether you wish to gift aid or not.

If you make a donation online or purchase a product from us using one of our card readers, your card and other payment information is not held by us, it is collected by



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our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions, as explained below.

We also will record on your record exam successes and whether you wish to be on our swarm list. Trained Asian Hornet Identifiers are also identified.

### **5. How is your information used**

We may use your information to:

- Process applications or renewal of membership of the CBKA including capitation fees and membership of the Bee Diseases Insurance scheme (BDI)
- Process applications for assessments, module exams and other courses, conventions or events
- Send you communications which you have requested and that may be of interest to you. These may include local group activities, newsletters, information about campaigns, appeals, and other fundraising activities
- Process a donation that you have made
- Process your application for tickets to our events
- To claim Gift Aid from HMRC
- Process orders that you have submitted through our online shop
- To carry out our obligations arising from any contracts entered into by you and us
- Dealing with entries into any competitions
- Seek your views or comments on the services we provide
- Notify you of changes to our services

We are legally required to keep membership information for 6 financial years to fulfil our statutory obligations for the collection of Gift Aid. Other data we will hold on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you may hold with you.

### **6. Who has access to your information inside CBKA**

Within the CBKA your data is only available to officers of the charity who have been authorised to view data for a particular role and have signed up to the GDPR requirements of their role.

These Officers are:

- The Membership Secretary is the Approved Manager of the cloud based Membership System provided to us by the BBKA/BDI named eR2. They have admin access to the whole of the CBKA's system and can only be added by BBKA. They are the only person in CBKA able to amend member data. They use the data to manage the membership databases.
- The Honorary Secretary of CBKA – has full read access authority but is unable to change data. They use their access to forward CBKA newsletters and magazines and email messages to officers and members as required.
- Local Branch Secretaries and Treasurers– may request read access to their branch data only enabling them to contact people and to send out newsletters etc.



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- Examinations Officer – Has view only access to exam details for members, name, contact and dates of successes.

### 7. Who has access to your information outside CBKA

The eR2 system is provided to us by BBKA and BDI and they provide systems support as required from time to time. They are bound by professional codes of conduct.

The BBKA Membership Team has access to all associations across the UK who use eR2 to enable them to process their direct members and to answer membership queries addressed to them in error and to identify the appropriate local association. They download a mailing list of full members every month to enable the distribution of the BBKA magazine. They also use the database to monitor membership numbers and trends etc. to enable their role of championing the honey Bee under their objectives. They do not process personal data and are prohibited from contacting members direct, forwarding messages through association officers.

The BDI have access to member names, addresses and contact details for the purposes of running the BDI scheme. They do not use data for any other purposes.

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.

When you are using our secure online donation pages or make a purchase through one of our card machines, or the website, your donation or payment is processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

### 8. Your choices

We will not contact you for marketing purposes by email, phone or text message unless you have given your consent. You can change your mailing preferences at any time by contacting us by email: [cbkacharity@gmail.com](mailto:cbkacharity@gmail.com)

Please note however that if you “unsubscribe” to our newsletters you will not receive membership renewal reminders and your membership may lapse.

### 9. How you can access and update your information

The accuracy of your information is important to us.

At membership application and renewal time you are able to see, and correct any data we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at:

[cbkacharity@gmail.com](mailto:cbkacharity@gmail.com) or write to us at: CBKA, Cleveland, Hallworthy, Camelford, Cornwall, PL32 9SH.



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Under the GDPR regulations you have the right to ask for a copy of the information the CBKA hold about you (we will charge £10 for information requests) to cover our costs in providing you with details of the information we hold about you.

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

#### **10.1 Website**

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information (such as credit or debit card details) is encrypted and protected with the following software 128 Bit encryption on SSL. 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.

#### **10.2 Membership System**

The eR2 system is cloud based and backed up by BBKA/BDI regularly. Every authorised user has a unique password which they are prohibited from sharing with anyone.

### **11. 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.

### **12. Use of "cookies"**

Like many other websites, the CBKA 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 country preference. This helps us to improve our website and deliver a better more personalised service.



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

### 13. 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.

### 14. 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 parent's/guardian's explicit permission. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### 15. 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're 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.

### 16. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact the CBKA Data Protection Officer via email at: [cbkacharity@gmail.com](mailto:cbkacharity@gmail.com) or write to us at: CBKA, Cleveland, Hallworthy, Camelford, Cornwall, PL32 9SH.

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.



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### **17. 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 and setting out the relevant purposes and processing conditions.

### **18. Review of this policy**

This policy will be reviewed on a regular basis to bring it in line with any regulatory changes. Any changes we may make to our privacy policy in the future will, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.