

Mid Bucks Beekeepers Association Privacy Policy

At MBBKA, we are committed to protecting your privacy

This Policy explains when and why we collect personal information about people, 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; we will let you know when we do and post the current version on the [MBBKA website](#) for you to check.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with personal information. You can find further details on the GDPR on the [Information Commissioner's website](#).

If you have any questions about this Policy or our privacy practices, please send them to chairman@mbbka.org.uk.

Who are we?

We are Mid Bucks Beekeepers Association (MBBKA), one of four Beekeeper Associations in Buckinghamshire. The MBBKA is a registered charity (no. 1097156). Through our county Association we are affiliated with the British Beekeepers Association (BBKA) which is also a registered charity (no. 212025) and which is based at The National Beekeeping Centre, National Agricultural Centre, Stoneleigh Park, Warwickshire, CV8 2LG.

How do we obtain information from you?

We obtain information about you when you complete a membership application, renewal or upgrade form. We also obtain information from Eventbrite when members sign up for courses (e.g. the Beginners Course).

We do not collect any information about visitors to our website www.mbbka.org.uk.

What is the legal basis for collecting this information?

MBBKA collects personal information that is required for its legitimate purposes as a membership organisation representing beekeepers. We collect and retain some information, such as that relating to Gift Aid, in order to comply with our legal obligations.

What type of information do we collect?

The personal information we collect includes your name, postal and e-mail addresses, contact telephone number(s), membership category and the membership options that you selected on the membership application form. For the Beginners' Course we also ask for confirmation that you are aged 18 years or older.

How do we use information about you?

We use data about members for the administration of membership, the communication of information and the organisation of events through e-mail distribution lists, direct e-mail and postal services.

We pass the names, and postal and email addresses of Full members (including Family members) to the BBKA to enable it to deliver its benefits such insurance cover and monthly newsletter.

How long do we keep information about you?

We will hold your personal information for only as long as it is required. We normally keep information about members for 2 years after they resign or let their memberships lapse in case they wish to rejoin. However, on request we will delete any former member's contact details immediately. We are legally required to hold some types of information to fulfill our statutory obligations, for example the collection of Gift Aid. We may keep such information for up to 7 years in order to be able to comply with any future HMRC query. The relevant HMRC privacy policy can be viewed [here](#).

Who has access to information about you?

For the purposes of the GDPR, the Association's Membership Secretary is the "controller" of all information that we hold about Association members.

Certain nominated MBBKA Committee members have access to this information so that they can fulfil the duties of their roles. These nominated Committee members are: Chairman, Secretary, Treasurer and Membership Secretary.

We will not sell, rent or pass information about you to third parties, except the BBKA, for any purposes. The BBKA privacy policy can be viewed [here](#).

We use the Mailchimp platform to distribute the Association newsletter and other general Association information and event communications via e-mail. In order to do so an e-mail distribution list is stored on a secure Mailchimp server. Mailchimp do not, under any circumstances, sell distribution lists. Mailchimp's privacy policy can be viewed [here](#).

Your choices

We will always respect your wishes about the types of communications that you receive from MBBKA. However, in order to fulfill our obligations to you as a member we must send you some types of communications regardless of your preferences. Examples of these obligatory communications include membership renewal notices and reminders and notices of formal Association meetings.

If you do not want to receive newsletter e-mails you can unsubscribe from the Mailchimp distribution list using the link in the e-mail or by contacting chairman@mbbka.org.uk. To opt out of communications by post or phone please contact membership@mbbka.org.uk.

How you can access and update your information

At any time you can request from membership@mbbka.org.uk details of the information that we hold on you and update any of the information held.

You should keep the Membership Secretary informed of any changes to information about you such as your postal address, telephone number, etc. By renewing your membership each year you confirm or update such information and authorise the Association to hold it on file.

Security precautions in place to protect the loss, misuse or alteration of your information

We hold information about members in two forms; on completed membership forms and on a database. We store the membership forms on secure premises and the Membership Secretary controls access to them. The database is password protected, resides on a secure and resilient server that only the nominated members of the MBBKA Committee listed above can access. The Membership Secretary keeps a password-protected backup of this database on a secure computer.