Laddingford Bee Keepers Privacy Policy

Laddingford Bee Keepers (hereafter ‘LDBKA’) treats your privacy rights seriously. This privacy policy sets out how we will deal with your ‘personal information’, that is, information that could identify, or is related to the identity of, an individual.

# What personal information do we collect?

When you express an interest in becoming a member of LDBKA you will be asked to provide certain information. This includes:

* Name.
* Home address.
* Email address.
* Telephone number.

# How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or online contact forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in to ensure our compliance with data protection legislation.

# How do we use your personal information?

We use your personal information:

* To provide LDBKA activities and services to you.
* For administration, planning and management of LDBKA.

We’ll send you messages by email, other digital methods, telephone and post to advise you of LDBKA activities.

# Who do we share your personal information with?

We may disclose information about you, including your personal information:

* Internally - to committee members as required to facilitate your participation in LDBKA activities.
* Externally – to register your membership with Kent Beekeepers Association
* Externally – with your consent for products or services such as mailing of Bee Craft and/or BBKA magazines. Where such systems are used, the committee has scrutinised the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.
* Externally – where appropriate and with your consent to register your membership to the BDI Insurance scheme
* If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of LDBKA we will always seek your permission and inform you as to who the information will be shared with and for what purpose.

# How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. We will delete this information when you cease to be a member of Laddingford Bee Keepers or when you withdraw consent for us to hold your personal information. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted.

# How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform LDBKA as to any changes to their personal information. You can do this by contacting the Membership Secretary at any time:

Email: **membership@Laddingfordbeekeepers.co.uk**

Should you wish to view the information that LDBKA holds on you, you can make this request by contacting the Membership Secretary – as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

# How do we store your personal information?

All Laddingford Bee Keepers membership data is maintained securely behind firewalls in a series of Microsoft Excel spreadsheets on the membership secretary’s password-protected laptop computer and backed up on an internal server whenever any changes are made to the data.

### **LINKS TO THER WEBSITES**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites. You should exercise caution and look at the privacy statement applicable to the website in question, as these sites are not governed by this privacy statement

# Availability and changes to this policy

This policy is available on our website. This policy may change from time to time. If we make any material changes we will make members aware of this via email and the monthly members' meetings.

# Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact our Membership Secretary

Email: **membership@Laddingfordbeekeepers.co.uk**

Policy review date: