



The Scottish Beekeepers' Association
Registered Charity No SCIO SC009345

Privacy Notice for Members

The Scottish Beekeepers Association is the membership organisation for beekeepers in Scotland.

We take your privacy seriously and this privacy notice sets out how we will use your data, who we will share it with, how we keep it secure and your rights as a data subject.

What we need from you

When you register as a member of Scottish Beekeepers Association or renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), we will ask you for the following personal information:

- Contact details – name, address, email address and phone number.
- Payment details – bank account number, sort code, card details.
- Participation details – your local affiliated association, number of hives (for insurance purposes), reasons for joining.
- Extra information for event bookings including next of kin, relevant health conditions, etc. If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

Why we need your personal information – contractual purposes

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- Provide you with core member services, including a monthly magazine and annual membership card, insurance registration.
- Set up your online membership account enabling you to manage your membership and communication preferences.
- Organise activities and manage risk and safety if you book a place with us on a beekeeping skills course.

Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- Engage with you on subjects relevant to our representative role, including obtaining your views in surveys for research purposes, providing special offers and discounts, informing you of events and requesting your involvement in our campaign activity.
- Promote performance and participation in beekeeping by offering courses, workshops, examinations and other training events.
- Raise awareness of beekeeping by capturing photos, videos and live-streaming at events. We will use this for promotion, education and development purposes.
- Celebrate achievement in our craft by nominating members for awards, shortlisting such individuals to select the winners, and publishing the results of our examinations.
- Respond to your questions, comments, support needs, complaints or concerns.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with obligations under:

- The Companies Act 2006 to maintain a register of our members, which includes name, address, date admitted to membership and date on which membership ceased, and hold general meetings, including issuing notices and AGM voting arrangements.
- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our trainers and volunteers are able to undertake regulated work with children and vulnerable adults.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Why we need your personal information – equality monitoring

We will in the future, use aggregated and anonymised reports of personal information relating to sex, gender, disability, ethnic group, religion for equality monitoring purposes, enabling us to evaluate and promote equality of opportunity within our craft.

Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

Third party suppliers with access to members' personal data

The SBA employs third party suppliers to provide services. These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure

recipients shall only process the disclosed personal information in accordance with those purposes.

- Paypal process payment transactions securely on our behalf.
- Pensord distribute Scottish Beekeeper magazine to members by post and our monthly members newsletter by email. They share postal addresses with their magazine distribution contractor.
- Our instructors, coaches and event organisers receive details of course and competition participants.
- Namesco Ltd provide and maintain our IT servers and email accounts.
- Mailchimp distribute some of our email communications. Their servers are based in the US and they uphold the EU Privacy Shield to certify their data security.

How we protect your personal information

Your personal information is stored in our membership database which is protected in a secure environment on a separate standalone computer held by our membership trustee. Our own servers and email accounts are based in the UK. Your data is accessed by our volunteers only for the purposes set out above.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for six years.

We keep certain personal information for longer in order to confirm your identity, when you were a member and for how long. We do this to comply with the Companies Act 2006, which requires us to keep a register of members, and in the event of a claim against Scottish Beekeepers Association.

You have the right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete
- Request that we delete your personal information.
- Access the personal data that we hold about you through a “subject access request”.

Change your communication preferences by contacting the general secretary. There is also an ‘unsubscribe’ button at the bottom of every email we send.

You can also contact us in writing at General Secretary, Scottish Beekeepers Association, Ormiston Hill, Kirknewton, West Lothian EH 27 8DQ

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk