



Scottish Beekeepers Association SCIO

PRIVACY NOTICE

This applies to all trustees, members, and volunteers of the Scottish Beekeepers Association (SBA). It details our commitment to meeting our obligations to protect personal data under the Data Protection Act 2018 (also known as the UK GDPR) and the General Data Protection Regulation (GDPR).

“Personal data” means any information relating to an identified or identifiable living individual.

The statement covers:

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- How to complain

Contact details

You can contact us by emailing: secretary@scottishbeekeepers.org.uk

What information we collect, use, and why

When you register as a member of the 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 beekeeping association, number of hives (for insurance and compensation purposes), reasons for joining.
- Extra information as appropriate for event bookings including next of kin, relevant health conditions.

If you do not provide us with all the personal information that we need this may affect our ability to provide 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 their memberships.

We will use our members' personal information to:

- provide core member services, including a monthly magazine and insurance and compensation cover.
- set up online membership accounts, enabling members to manage their membership and communication preferences.
- organise activities and manage risk and safety when members 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 members on subjects relevant to our representative role, including obtaining views in surveys for research purposes, providing special offers and discounts, informing members of events, and requesting their 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, which we use 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 members' 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 and the Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes name, address, date admitted to membership and date on which membership ceased, and to hold general meetings, including issuing notices and AGM voting arrangements.
- The Disclosure (Scotland) Act 2020 in relation to those employed by the SBA to undertake regulated roles involving contact with children and vulnerable adults. (See also our Secure Handling of Disclosure Information Policy).
- The Equality Act 2010, which requires us to process personal information and to make reasonable adjustments where necessary.

Lawful bases and data protection rights

Under UK data protection law, the SBA must have a "lawful basis" for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR on the Information Commissioner's Office (ICO) website.

Which lawful basis we rely on may affect your data protection rights, which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)

Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)

Your right to erasure - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)

Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)

Your right to object to processing - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful basis for collecting or using personal information to provide services is:

Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful basis for collecting or using personal information to receive donations or funding and organise fundraising activities are:

Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Where we get personal information from

Directly from you.

How long we keep 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.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>