



Aberdeen & District Beekeepers' Association (SCIO)

Data Protection Policy

Aberdeen & District Beekeepers Association receives, collects, and processes personal data about its members. This policy describes what personal data is held by the Association, for what purposes, and how it may be used.

What personal data is held by the Association ?

On applying to join the Association members are asked to provide their address, phone numbers, and email address. This data is maintained by the membership secretary.

During their membership other data may be collected, including records of attendance at Association events and sometimes photographs of members taken during beekeeping activities. This data is normally maintained by the secretary.

Why does the Association require personal data ?

Membership data is required by the Association in order to keep accurate records of the membership and to provide members with information about the Association including newsletters.

Attendance records may be kept in order to assess the popularity of the annual events programme and to help tailor future events to members' interests. Photographs are used to communicate about Association activities to members and externally.

Who will have access to personal data ?

Membership Data may be made available by the membership secretary to other members of the committee and also to other members of the association if they need it for beekeeping reasons. It will not be shared outside the association without prior consent. Some members' contact details may be posted on the public website and in other publications, but only with the prior consent of the member concerned.

Attendance records may be made available by the secretary to other members of the committee. Anonymised attendance information may be used in publicity material. Photographs may be used in the association newsletter, on the Association website, or in other publicity material.

When circular emails are sent to the Association membership the "blind copy" facility will be used so that members' email addresses are kept private.

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How long will the Association retain personal data ?

Membership data will be retained throughout a person's membership of the Association. It will be deleted by the Association not later than six years following the year-end at which a member's resignation or departure is noted.

Attendance records and photographs may be retained by the Association indefinitely as these are of historic interest.

What if personal data the Association holds is incorrect ?

Members can check or amend the personal data which the Association holds at any time, by contacting the membership secretary.

Consent to the Association processing personal data

The membership application/renewal form will include a section (see below) in which members consent to their personal data being held and used by the Association. Those who do not consent will not be able to join or renew their membership.

By completing this form you consent to ADBKA retaining your data including contact details and event attendance records, for the purposes of managing the association. Such data will be deleted 6 years after you leave the association to comply with HMRC charity regulations. Photographs of members may be used in publicity material.