



POLICY DOCUMENT DATA PROTECTION 2018

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INTRODUCTION

Maldon & Dengie Beekeepers are committed to safeguarding personal data in line with current legislation and good practice.

DATA PROTECTION WORDING



PERSONAL DATA RECORDS

MEMBERSHIP FORMS

Annually members are invited to renew their membership.

The information collected is that which is required to ensure members are properly insured; receive updated bulletins and messages on activities the Division is holding, information on all matters relating to Beekeeping and associated topics as well as meetings being held locally, regionally and nationally.

We share this information with Essex Beekeepers however this is only name, address and number of hives a member Has and requires insurance for.

This information is then shared with BBKA for the purposes of mailing BBKA Magazine and members insurance.

The information is not shared with anyone else, or any other third party.

The membership form has a Data Protection declaration that members are required to opt in or out of.

APPENDIX A - Membership Form 2018

MEMBERSHIP FORMS – ONLINE TRANSMISSION

We share membership information with Essex Beekeepers

This consists of

- *Name*
- *Address*
- *Postcode*
- *Number of hives*

This is sent via email from Dropbox

A unique Dropbox link is created for this purpose

This link is given only to the Membership Secretary and is only available for the purposes of capitulation, BDI and BBKA mailings

The file is also password protected

Secretary: Carlie Mayes - secretary@maldonbeekeepers.org.uk

Trustee: Kate Tuerena - trustee@maldonbeekeepers.org.uk

Chairman: Glenn Mayes - chairmain@maldonbeekeepers.org.uk



RECORDING CONSENT

We keep the Membership Form to demonstrate when and what information we hold an individual.

The Data Protection Declaration is on all Membership forms and members are required to opt in. In order to process their membership Magazine and insurance the minimum data we collect is name and address and for the purposes of Disease Insurance the number of hives a member has.

Our online presence has moved to a double opt in mechanism.

A double opt-in mechanism guarantees that individuals don't give their consent by accident. The first step involves a regular consent form. Once the individual has completed it, they'll receive an email with an attached link that they need to click on to verify their consent. Double opt-in consent makes sure that those who provide their consent are genuinely interested in the service on offer.

TRAINING AND ACTIVITY TRAINING

As part of our training, we collect personal data from members of the public who are looking to attend one of our training courses.

We do not pass any personal data to any third party.

This information is:

Name

Geographical area: Town

Email:

Mobile Number:



APPENDIX B - Training application form 2108

SHOWS

As part of our activities we collect personal data in order to provide information on training courses and other associated activities we are involved in.

- This information is
- Name*
- Geographical Address: Town*
- Email:*
- Mobile number:*

A Data Protection Declaration is on the form that the individual completes. The personal data is only kept for the purposes of sending out information. It is then removed.

APPENDIX C - Show enquiry form 2018

MAILING AND EMAILING

All members emails are stored on :

Secretary email address:

L: dengieandmaldonbeekeepers@gmail.com

P:

1. list uploaded from membership spreadsheet - labelled *2018 Members*
2. email committee2018@maldonbeekeepers.org.uk used to send out emails to all committee members rather than their own individual emails.
3. in responding to emails coming in from enquiries, reply is sent "bcc"
4. emails to members or responses to enquiries are always sent from either dengieandmaldonbeekeepers@gmail.com or maldonbeekeepers@gmail.com
5. Contacts are manually screened at the beginning of each new year. Only those who are current members are held on the email
6. list uploaded from membership spreadsheet- labelled *2018 Members*

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 Trustee: Kate Tuerena - trustee@maldonbeekeepers.org.uk
 Chairman: Glenn Mayes - chairmain@maldonbeekeepers.org.uk



7. membership list password protected
8. all emails are sent with the recipients details in the BCC box where there are multiple recipients.
9. Emails are checked for attachments and these are removed when responding and/or forwarding
10. We do NOT use own personal emails for Association business.

Treasurer email address:

L: maldonbeekeepers@gmail.com

P:

1. list uploaded from membership spreadsheet- labelled *2018 Members*
2. membership list password protected
3. all emails are sent with the recipients details in the BCC box where there are multiple recipients.
4. Emails are checked for attachments and these are removed when responding and/or forwarding
5. We do NOT use own personal emails for Association business.

MAILCHIMP :

L: dengieandmaldonbeekeepers@gmail.com

P:

Our online presence has moved to a double opt in mechanism.

A double opt-in mechanism guarantees that individuals don't give their consent by accident. The first step involves a regular consent form. Once the individual has completed it, they'll receive an email with an attached link that they need to click on to verify their consent. Double opt-in consent makes sure that those who provide their consent are genuinely interested in the service on offer.

1. list uploaded from membership spreadsheet- labelled *2018 Members*
2. subscribers list - has double opt in - so they have to confirm subscribing to the list.
3. Yearly, email sent out asking them to either unsubscribe or advise of wish to unsubscribe. Otherwise remain on mailing.
4. all campaigns have "reason they are receiving the email" and option to unsubscribe

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- 5. where possible, Mailchimp is used to send out correspondence.
- 6. All are now being moved to a double opt-in service
- 7. Mailchimp offers a regular “cleaning” process for all emails

WEBSITE AND DOMAINS

Our website includes links to other websites (for example to government departments and agencies, as well as other external beekeeping companies). We are not responsible for the data protection and privacy practices of these organisations, including their website. This Data Protection Policy applies to MALDON BEEKEEPERS only.

We own the following domains:

- www.dengieandmaldonbeekeepers.org.uk
- www.dmbka.org.uk
- www.maldonbeekeepers.org.uk
- www.dengiebeekeepers.org.uk

WEF 01.01.2018 The website is hosted on www.maldonbeekeepers.org.uk

All members of the committee have forwarding email addresses so they don't have to give their personal email address as contact.

secretary@maldonbeekeepers.org.uk is forwarded to dengieandmaldonbeekeepers.org.uk

treasurer@maldonbeekeepers.org.uk is forwarded to maldonbeekeepers@gmail.com

trustee@maldonbeekeepers.org.uk is forwarded to trustee's personal email

other members who do not have dedicated email addresses have forwarding emails

chairman@maldonbeekeepers.org.uk forwarded to personal email address

ron@maldonbeekeepers.org.uk forwarded to personal email address

darren@maldonbeekeepers.org.uk forwarded to personal email address

peter@maldonbeekeepers.org.uk forwarded to personal email address



LEAFLETS/BUSINESS CARDS/LETTERHEADS

All have the secretary's contact details, treasurer's details and trustee's details

All have email addresses that are forwarder emails as above.

MOBILE NUMBERS

Mobile numbers are stored on the following mobile numbers

Secretary - 07979862952

Treasurer - 07852 141832

No numbers are held by others unless they have been personally shared.

SWARM COLLECTION

Maldon & Dengie Beekeepers offers a swarm collection service to the public.

The name of the Swarm Collector is on the website. The swarm collector will contact the nearest beekeeper who has agreed to collect swarms of honeybees on behalf of the division.

This information is collected via the Membership form each year.

We have a Swarm Policy in place.

We have an online Swarm Receipt/Allocation Spreadsheet in order to manage allocation and collection of swarms.

All members are asked if they are prepared to collect swarms on behalf of the division. They must opt in. They can opt into the local swarm collection list which is held by the Swarm Co-ordinator and is not given out to any members of the public. They can also opt into the National Swarm Collection list that is held by BBKA and is published on the BBKA website.

The information that we collect from a member of the public in order to deal with a swarm is:

Name

Full postal address of swarm location

Contact telephone number

This personal data is held for the duration of the season.

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Location data is kept for future management for monitoring purposes in future years.
The name and contact telephone number is removed.

A notice is given to the reporting member of the public containing the Data Protection Declaration that we ask them to sign opting in to us keeping their data on our records.

APPENDIX - Swarm notice

REVIEW OF PERSONAL DATA HELD

all data that is held is continually monitored.

Members are able to unsubscribe from MailChimp at anytime.

To re subscribe a subscribe link with a double opt in is sent to the member. This also applies to subscribers.

To unsubscribe from emails or text messages, the member is required to notify the secretary who will acknowledge this within 7 days and ensure that the unsubscribing is concluded within 28 days.

REPORTING BREACHES IN DATA PROTECTION

Essex Beekeepers' oversee our Data Protection Policy.

Any breach of this policy or of data protection laws must be reported as soon as practically possible. This means as soon as you have become aware of a breach. Maldon & Dengie Beekeepers has a legal obligation to report any data breaches to Essex Beekeepers within 72 hours.

All members of staff have an obligation to report actual or potential data protection compliance failures. This allows us to:

- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures
- Notify Essex Beekeepers of any compliance failures that are material either in their own right or as part of a pattern of failures

Any person who fails to notify a breach, or is found to have known or suspected a breach has occurred but has not followed the correct reporting procedures will be liable reported to the Data Protection Officer of EBKA.

Failure to comply

We take compliance with this policy very seriously. Failure to comply puts both you and the organisation at risk.

The importance of this policy means that failure to comply with any requirement may lead to disciplinary action under our procedures which may result in dismissal.

If you have any questions or concerns about anything in this policy, do not hesitate to contact the DPO of EBKA.

Written: 18-02-20
Updated: 18-03-25
Updated: 18-11-07
Next review 19-03-01

Secretary: Carlie Mayes - secretary@maldonbeekeepers.org.uk
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Maldon & Dengie 100 Beekeepers

enquiry@dmbka.org.uk
swarms@dmbka.org.uk
07979 862952

Charity No 1031419

APPENDIX

Swarm Notice

BBKA SWARM COLLECTOR DISCLAIMER

PROPERTY OWNER DETAILS

Name	
Address	
Post Code	
Email	
Tel	

BBKA SWARM COLLECTOR DETAILS

Name	
Address	
Post Code	
Email	
Tel	
BBKA MEMBERSHIP NO	


I/We the undersigned property owner/manager do hereby authorise the Swarm Collector named above to remove the honeybee swarm as requested. I/We the undersigned Property owner/manager accept all responsibility for any damage incurred to our land and/or property as a consequence or such removal and collection.

Signed: _____

Name (printed): _____ Date: _____

Maldon & Dengie 100 Beekeepers Association Member
contact: 07979 862952
secretary@maldonbeekeepers.org.uk
Date loaded to BBKA Website 18 March 2015

DATA PROTECTION
Please be advised that your details will be held on a computer by the Swarm Co-ordinator for Maldon & Dengie Beekeepers' for the duration of the season. Your name and address will be deleted at the end of the swarm year, however, the postcode will be retained for monitoring purposes in future years. We only share your data with the beekeeper that may attend your property. We do not share your data with anyone else other than in the pusuance of our work as swarm collectors. Please look at our website for full details of our Data Protection Policy.



British Beekeepers Association, National Beekeeping Centre, Stoneleigh Park, Kenilworth, Warwickshire, CV8 2LG
Tel: 02476 696679 www.bbka.org.uk
Registered Charity No: 212025

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