

## **Member Information Privacy Policy (GDPR policy)**

### **1. General Statement of the CVVBKA's responsibility**

CVVBKA is required to process relevant personal data so that it can deliver services to its member and shall take all responsible steps to do so in accordance with this policy.

### **2. Membership Data Controller**

The CVVBKA Membership Secretary is the Membership Data Controller, who will endeavour to ensure that all personal data is processed in compliance with this policy and the Principles of the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR) which is applicable from 25<sup>th</sup> May 1998.

### **3. The Principles**

The CVVBKA shall as far as is reasonably practicable comply with the Data Protection Principles (the Principles) contained in the Data Protection Act and GDPR to ensure all member information is:-

- Fairly and lawfully processed
- Processed for a lawful purpose
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept any longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to other parties without adequate protection

### **4. Member information**

CVVBKA receives and processes some or all of the following personal information about each of its Individual and Honorary members:

Name, postal address, email address and telephone number

This information is supplied in electronic or paper form by individual members.

### **5. Supply of information to other parties**

To enable services to be delivered to its members, CVVBKA sends member information:-

For individual members, to Bee Disease Insurance Ltd for insurance services

For individual members, to Welsh Beekeeping Association

The contact details of those members who are Association committee members are shared within the CVVBKA for management purposes.

No information shall be supplied to any other parties without the Member's prior consent.

## **6. Data Security**

CVVBKA will take appropriate technical and organisational steps to ensure the security of personal data. CVVBKA will ensure that appropriate protection and security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss or, or damage to all personal data.

An appropriate level of data security will be deployed for the type of data and the data processing being performed. The following specific requirements shall be met:

- The computer (s) which hold membership records (CVVBKA membership database and all files received and sent to the WBKA) shall have password protection and shall have up to date firewall and anti-virus software.
- The membership database (currently an excel file) shall be encrypted so that anyone receiving a copy of the database cannot read the contents unless they also have a password.
- A backup copy of the membership database shall be made at least once a month and preferably each time the database is changed.
- Routine backups shall be made with a secure cloud storage service, Dropbox. The backup media storage account shall be used solely for CVVBKA membership records. If a secure cloud storage service is used, routine backups must also be kept.
- A new database shall be set up at the beginning of each calendar year and the previous year's membership data shall be deleted within 3 months. Statistical information for each year will be archived but the personal information of people who are no longer members will be deleted.
- Member information shall be encrypted, password protected or shared using a secure cloud storage service when sent to other parties, including the associations own committee members. Secure online access to the BDI database and FTP transfer Welsh Beekeeper postal lists meet this requirement.

## **7. Accuracy**

CVVBKA shall endeavour to ensure that all personal data held in relation to its members is accurate.

## **8. Rights of access to information**

Members have the right of access to information held by CVVBKA subject to the Data Protection Act 1998 and the Freedom of Information Act 2000. Any member wishing to access their personal data should put their request to the Membership Data Controller/Membership secretary, email address [secretary@cardiffbeekeepers.co.uk](mailto:secretary@cardiffbeekeepers.co.uk). CVVBKA will respond to any such request as soon as reasonably practicable, and in the event within 30 days.

## **9. Relevant documents**

The following documents are relevant to the implementation of this policy:-

CVVBKA Membership Secretary job description

CVVBKA individual membership application form (paper or electronic versions)

Completed membership application forms

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