

## **Privacy Policy**

### **Wye Valley Beekeepers Association (WVBKA) Privacy Policy**

The security and privacy of your personal information is very important to us. This privacy policy explains how and why we use your personal data, to make sure you stay informed and can be confident about giving us your information.

We will never sell your personal data and will only share with other organisations if and when it is necessary.

#### **1. Who are 'we'?**

Wye Valley Beekeepers Association is a Charitable Incorporated Organisation (Reg. Charity number 517008) The purpose of the WVBKA is the encouragement, improvement, and advancement of beekeeping in the Wye Valley and district.

In this policy, the words 'we', 'us', 'our', refers to WVBKA

If you have any questions in relation to this privacy policy or how we use your personal data they should be sent to [wvbkamembers@gmail.com](mailto:wvbkamembers@gmail.com) or addressed to WVBKA, c/o Lilwall Green Cottage, Kington. HR5 3EZ.

#### **2. What personal data do we collect?**

Your personal data (any information which identifies you, for example name, address, phone number, email address) will be collected and used only by us. We will collect only the personal data that we need.

We collect personal data in connection with specific activities such as membership, booking events, entering competitions, volunteering, etc.

You may give us personal data by filling in forms on our website, by registering to receive information from us, or other social media functions on our website, or paper booking forms.

The personal data you give us may include name, title, address, gender, demographic information, email address, telephone numbers, photographs, opinions, etc.

#### **3. Personal data provided by you**

This includes information you give when interacting with us, for example registering, or placing an order or communicating with us. The data we collect may include:

- Personal details such as name, email address, postal address, telephone, and so on.
- Your opinions about and experiences of WVBKA.

We may also automatically collect the following information:

- Information about your orders including but not limited to revenue figures.
- Usage data which may including the Internet protocol (IP) address, browser type, time zone setting, browser plug-in types, operating system and platform etc. Information about your visit, such as Uniform Resource Locators (URL) and query string, clickstream to, through and from our website, pages you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information. The source of the usage data are Google Analytics. Usage data are processed solely for monitoring and improving our website.

- Cookies. A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser. We may use both “session” cookies and “persistent” cookies on the website. We will use the session cookies to keep track of you whilst you navigate the website: we will use persistent cookies to enable our website to recognise you when you visit. Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

#### **4. Personal data created by your involvement with us**

Your activities and involvement with us may result in personal data being created. This could include details of how you’ve helped us by volunteering or being involved with the organisation of our events.

If you are a volunteer then we may, if necessary, collect extra information about you (e.g. references, Disclosure and Barring Service (DBS) checks, details of emergency contacts, medical conditions etc.). This information will be retained for legal or contractual reasons, to protect us and you (including in the event of an insurance or legal claim) and for safeguarding purposes.

#### **5. How we use your personal data**

We will only use your personal data for legitimate business purposes as permitted by the EU General Data Protection Regulation (from 25 May 2018)/UK Data Protection Act and Privacy of Electronic Communication Regulation.

Your personal data may be collected and used to help us deliver our charitable activities or complete your order or request. The main uses of your data which depend on the nature of our relationship with you are listed below. If asked by the police, or any other regulatory or government authority investigating suspected illegal activities, we may need to provide your personal data.

We take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We store all the personal information you provide on secure (password and firewall protected) servers.

Where necessary we share personal data with the British Beekeepers Association (BBKA). The BBKA requires access to personal information such as name, address, phone and email details in order to process your membership of the BBKA and Bee Disease Insurance scheme (BDI) as well as to facilitate any courses or exams you might take, or to include you as a local swarm collector. The BBKA Privacy Policy may be viewed at <https://www.bbka.org.uk/privacy-policy> .

#### **6. Marketing communications**

Your privacy is important to us, so we will always keep your details secure. We would like to use your details to keep in touch about things that may matter to you. If you choose to hear from us we may send you information about us based on what is most

relevant to you. We'll only send these to you if you agree to receive them and we will never share your information with companies outside the WVBKA for inclusion in their marketing. If you agree to receive marketing information from us you can change your mind at a later date.

### **7. Third party websites**

Our website includes hyperlinks to, and details of, third party websites. We have no control over, and are not responsible for, the privacy policies and practices of third parties.

### **9. Your rights**

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to the supply of appropriate evidence of your identity. We will supply the first copy of your personal data free of charge. Additional copies may be subject to a reasonable fee.

You may instruct us at any time not to process your personal information for marketing purposes.

In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.