



**MONTGOMERYSHIRE BEEKEEPERS
ASSOCIATION**

Data Protection Policy

Version: 2.0

1. Introduction

This Data Protection Policy sets out how **Montgomeryshire Beekeepers Association (MBKA)** complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The association is committed to protecting the privacy and rights of its members, volunteers, supporters, and participants in all activities, including youth beekeeping programmes.

Governing Associations

MBKA membership records are entered on the eReturn2 membership administration system.

eReturn2 is a secure membership administration system hosted by Bee Diseases Insurance Ltd (BDI) and managed by Purely Solutions Ltd (PSL) on behalf of the British Beekeepers Association (BBKA) and the Welsh Beekeepers' Association (WBKA) as a facility for beekeeping associations who are members of BBKA or WBKA and/or BDI.

BBKA, WBKA and BDI confirm that they will use the data provided to them, solely for the purposes of providing the services that they offer to the local association members.

BBKA, WBKA, BDI & PSL explicitly agree they will not pass on any data to third parties for any reason unless compelled by UK law to do so.

Although BBKA uses the eReturn2 system, BBKA will not have any access to MBKA members' data as MBKA is not affiliated to BBKA Registered members only.

As a member of MBKA, you are an indirect member of WBKA and provided with public and products liability insurance through the Welsh Beekeepers Association (WBKA).

MBKA therefore provide WBKA with your name and address in order for you to be covered by the insurance policy.

As an indirect member of WBKA, you would normally be the recipient of a quarterly magazine and other guidance booklets published by the Welsh Beekeepers Association and we would therefore provide them with your name and postal address. Your postal address will then be provided to the publisher with whom the WBKA has a rigorous Data Protection agreement which prevents their use of the information for other purposes and requires destruction of all lists after use. If you wish to confirm what information the WBKA holds about you or to request changes or deletions, please contact the WBKA Data Controller at membership@WBKA.com

You may opt out of receiving a paper copy of the Welsh Beekeeper magazine, in which case your address will not be provided to the publisher. The magazine may be read online at the WBKA website.

Please contact MBKA membership secretary to opt out of the paper copy.

We are obliged to pass registered member details such as, your name, address, email address and phone number to Bee Diseases Insurance Ltd to enable them to forward relevant information and to ensure that any claim you make against the Bee Diseases Insurance can be validated.

It is the policy of MBKA to pass on your name, address, email address and telephone numbers to the National Bee Unit in the interests of honey bee health.

To enable you to ascertain what information we hold about you or to request changes or deletions, please contact the Data controller for MBKA

2. Data Controller

Montgomeryshire Beekeepers Association (MBKA) acts as the Data Controller for all personal data processed within the Association.

Data Protection Lead: Membership Secretary

Email: membership@montybees.org.uk

Address: [Insert]

3. Scope of This Policy

This policy applies to:

- Committee members and volunteers handling personal data
 - Members and participants in association activities
 - Youth beekeeping programme leaders
 - Digital platforms, including website and social media channels
-

4. Personal Data We Collect

4.1 Membership & Administration

- Name, address, email, phone number
- Membership status and payment records
- Emergency contact details
- Age or date of birth (Junior members only)

4.2 Events, Training & Activities

- Attendance records
- Health or accessibility information (only when necessary)
- Parental/guardian details for youth participants

4.3 Communications & Social Media

- Photos or videos taken at events
- Social media usernames (if interacting with our pages)
- Consent preferences

4.4 Website & Digital Platforms

- IP addresses, cookies, analytics data
- Contact form submissions

5. Legal Basis for Processing

Purpose	Legal Basis
Membership administration	Contract and legal obligations
Email newsletters & updates	Consent
Event management & safety	Legitimate interest / Vital interests
Youth safeguarding	Legal obligation
Social media content	Consent or legitimate interest

6. How We Use Personal Data

We use personal data to:

- Manage membership and renewals
- Communicate with members and volunteers
- Organise events, training, and beekeeping activities
- Maintain safeguarding and risk-management procedures
- Promote the association's work (with appropriate consent)
- Maintain financial and governance records
- Improve our website and digital services
- Share information with Governing bodies such as British Beekeeping Association, Welsh Beekeeping Association, National Bee Unit and any other associations as required for Insurance and compliance purposes

We do **not** sell or share personal data for marketing.

7. Data Sharing

We may share data with:

- Committee members and activity leaders
- Insurers (for incident reporting)
- Governing bodies (e.g., BBKA, WBKA)
- Emergency services
- Third-party processors such as email newsletter services or website hosts

All third-party processors must comply with GDPR.

8. Data Retention

Data Type	Retention Period
-----------	------------------

Membership records	Archived 3 years after membership ends. Records are not deleted due to governing laws relating to insurance provided through your membership.
Financial records	6 years
Safeguarding records	As required by law
Photos/videos	Until consent withdrawn or periodic review
Routine correspondence	Up to 2 years

9. Data Security

We implement appropriate technical and organisational measures, including:

- Password-protected systems
- Restricted access for committee members
- Secure cloud storage
- Regular access reviews
- Secure disposal of paper and digital records

10. Social Media & Photography

10.1 Photography & Video

We may take photos or videos at events for:

- Social media posts
- Website updates
- Educational materials
- Promotional content

Please see our **MBKA Social Media Policy** for further reference.

10.2 Social Media Platforms

We operate official pages on platforms such as Facebook, Instagram, X (Twitter), and YouTube. These platforms may collect data according to their own privacy policies.

11. Rights of Individuals

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion
- Restrict or object to processing
- Withdraw consent at any time
- Request data portability

Requests should be submitted to the Data Protection Lead. We respond within **one month**.

12. Children's Data

We take special care when processing children's data:

- Collecting only necessary information
 - Storing data securely with restricted access
 - Ensuring youth leaders follow safeguarding procedures
 - Obtaining parental/guardian consent for all media use
-

13. Data Breaches

If a data breach occurs, we will:

- Assess the risk
 - Notify affected individuals where necessary
 - Report to the ICO if required
 - Take steps to prevent recurrence
-

14. Review of This Policy

This policy will be reviewed **annually** or sooner if legislation or organisational needs change.

Committee Review Forum	Committee Approval
Proposed by :	Approved by:
Signed:	Signed:
Date:	Date:

Appendix A : Public-Facing Privacy Notice (Website)

A1. Who We Are

Montgomeryshire Beekeepers Association is a volunteer-run organisation promoting beekeeping, education, and community engagement.

A2. What Data We Collect

We may collect:

- Contact details submitted via forms
- Membership information
- Photos from events (with consent)
- Cookies and analytics data

A3. How We Use Your Data

We use your data to:

- Respond to enquiries
- Manage membership
- Share updates and event information
- Improve our website

A4. Cookies & Analytics

Our website may use cookies to improve functionality and gather anonymous usage statistics.

A5. Social Media

If you interact with our social media pages, the platform may collect data according to its own privacy policy.

A6. Your Rights

You may request access, correction, or deletion of your data at any time.

A7. Contact Us

For any data protection queries, contact:

Email: membership@montybees.org.uk
