

Full Membership: Includes BBKA capitation fee of £19 which covers: affiliation to BBKA; BBKA monthly magazine; third party insurance for your beekeeping activities; eligibility to participate in BBKA education and certified examination programme; eligibility to be a voting Delegate at Annual Delegates meeting if so nominated by your Association; eligibility to stand for election to Executive Council if nominated by at least one Association.

Partner Membership: includes BBKA capitation fee of £12.50 which covers all entitlements afforded to Full Members, with the exception of a separate copy of the BBKA newsletter. Intended for those residing *at the same address* as a Full Member.

Associate membership (no BBKA capitation fee) is for members who are not yet beekeepers, retired beekeepers, or who are full members of a neighbouring association

Note that affiliation entitlements (including insurance) commence only on notification of your membership payment to the BBKA Membership Secretary by the Membership Secretary of HBKA.

HBKA Terms and Conditions 2019

Use of your personal data:

By completing this form and paying your membership fee, you are agreeing to join this Association, which is affiliated to the British Beekeeping Association (BBKA). For purposes of Data Protection Acts and Regulations, this Association and the BBKA fulfil the roles of Joint Data Controllers.

Please note that a condition of membership is your agreement to membership details being held on a computer. This information will be used for the efficient running of this association by its officials, for notification of events and to contact you when necessary; also for the distribution of the BBKA magazine, for BBKA Insurance, for Bee Disease Insurance, and passed to the Regional Bee Inspector for inclusion on BeeBase to aid them in the control of notifiable bee diseases.

1) Your Name, Address, and Postcode will be forwarded to the BBKA Membership Secretary for the purposes of recording your affiliated membership and verifying to the third party insurance provider your entitlement to cover in the event of a claim against you.

2) BBKA Membership Secretary will share your Name, Address and Postcode with BBKA Manager of the BBKA newsletter for the purposes of arranging delivery of your magazine. Circulation of the newsletter and other materials will be arranged by Manager via a printer and mailing fulfilment company or data management company to whom your details will be forwarded for that purpose. Any such company will be required to sign a nondisclosure agreement limiting use of your data for the specified purpose only.

3) The HBKA treasurer will share your Name, Address and Postcode to Bee Disease Insurance Ltd (BDI) for the purpose of arranging your bee disease insurance cover. BDI will be required to provide a nondisclosure agreement limiting use of your data for the specified purpose only.

4) Membership information will be shared securely with The National Bee Unit (NBU) in order to warn and inform members about pests and diseases affecting honeybees.

Note that it is impossible for HBKA to provide membership services in relation to you unless you agree to the above stipulations.

Apart from the above stated purposes, your personal details will not be used or shared with any other party, except in circumstances where this Association or the BBKA is compelled to do so by the laws of the State.

Storage and Retention of your personal data:

All reasonable security measures will be taken to ensure that your personal data will be stored by this Association, the BBKA, BDI and the NBU in a manner designed to maintain privacy and confidentiality, and to prevent unauthorised access, alteration or deletion. The BBKA Membership Secretary and Manager of the BBKA newsletter will store your personal data in paper records and in electronic form on encrypted computers. This Association will store your personal data on a secure website.

Your personal data will be retained by this Association, by the BBKA and BDI for a period of at least 10 years, after which it will be destroyed in a manner consistent with best practice at the time. 10 years is the minimum retention period required under current best practice guidelines, because membership details form part of the financial records of this Association and of the BBKA. It might be necessary for BBKA Membership Secretary to keep membership details for a period in excess of 10 years where the statute of limitations on third party insurance claims exceeds that period. This requirement will be reviewed periodically and amended as appropriate.

Your rights in relation to personal data held by this Association and by the BBKA:

You are entitled to receive a copy of your personal data on written application to the Secretary of HBKA and/or to BBKA Membership Secretary, and to have any inaccuracies or deficiencies in your data corrected.

You can withdraw your consent to the holding or processing of your personal data at any time, on the understanding that deletion of your data will mean that this Association and BBKA will no longer be able to deliver member services/ entitlements to you.

If you feel that your rights in relation to your personal data have been compromised, you are entitled to seek clarification and/or make a complaint to the Office of the Information Commissioner: <https://ico.org.uk/>.

Herefordshire Beekeepers' Association **2019**

Charity Number 1174917