



Charity number: 1170487

Penrith and District Beekeepers Association (PDBKA)

Data Protection Policy.

1. PDBKA adheres to the requirements of the Data Protection Act 1998 which protects individuals from the unauthorised and unreasonable use of disclosure about themselves whilst balancing the legitimate need of Charity Commission and PDBKA to collect and use personal data for the achievement of its charitable objectives.

2. Names, addresses and contact details (including telephone numbers and E mail address) of PDBKA Members, but no other personal information, will be held in a computer data retrieval system for

- use by PDBKA in connection with its beekeeping activities
- the provision of services to members by PDBKA and the other organisations to which it is affiliated.

3. Unless required by the / Associations to which the PDBKA is affiliated or other official agencies/ Individuals responsible for monitoring bee health, membership details shall not be passed to any other third party without the express permission of the member concerned.

4. Members will be required as a condition of membership to agree that their names and contact details will be recorded in an electronic retrieval system for the purposes outlined above.

5. PDBKA will only retain member's names, addresses and contact details on the association's electronic systems for two years. These lists will be updated as members join the association for the calendar year for which the registration applies.

6. Full membership lists will only be held by the following PDBKA Officers:

- The Communications Secretary
- The Minutes Secretary.
- The Treasurer

7. Gift Aid:

PDKA is able to re-claim part of the membership fee from HMRC if members confirm that they are able/ willing to Gift Aid their subscription.

Members will be required to confirm that they are able/ willing to gift aid when they renew their annual membership.

For administrative purposes, this information will be included on the PDBKA membership list.