



North Kildare Beekeeping Association ("NKBKA" / "The Association")

Data Protection & GDPR Policy Document

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The North Kildare Beekeeping Association was formed in 1961.
Complies with recent GDPR Legislation

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For additional information go to Data Commission websites at

<https://www.dataprotection.ie/en/organisations>

<https://www.dataprotection.ie/sites/default/files/uploads/2019-07/190710%20Data%20Protection%20Basics.pdf>

For any queries contact secretary@NKBKA.com



North Kildare Beekeeping Association ("NKBKA" / "The Association")

Rights of Members under GDPR

The legal basis under which the association collects and stores information about its members will be that each member will affirmatively provide consent for that and it is required for the legitimate interests of the association (i.e. to function as a beekeeping association for the benefits of its members)

<https://www.dataprotection.ie/en/individuals/rights-individuals-under-general-data-protection-regulation>

Data Protection Policy

Scope

To what will the policy apply? The policy applies to the keeping and processing of personal data, both in manual form and on computer, including personal data held in relation to the association's members.

Personal data: means data relating to a living individual who is or can be identified from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller.

Data Controller: A data controller is the individual or legal entity, which controls the contents and use of personal data. The association can be considered to be the data controller, with the secretary acting for the committee in exercising the functions involved.

To whom will the policy apply? The policy applies to the committee and members of the association

Goals/Objectives

In precise terms, what is the policy intended to achieve?

The objectives may include the following:

1. To ensure that the association complies with GDPR legislation
2. To ensure compliance with the eight headings below
3. To ensure that the data protection rights of members of the association are safeguarded.



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The personal data records held by the association may include:

- Name, address and contact details
- Original records of application
- Details of complaints and/or grievances

Format: The membership database is held on an encrypted 'Cloud' Google Drive with access restricted by a password. Contact details of members are also held within that environment within Google contacts.

Communication with membership is predominantly performed by the secretary using Bcc for emails.

Access to this membership information is restricted to the Secretary, Membership Secretary, Treasurer and Chairperson of the association.

Arrangements in place to ensure that all personal data records held by the association are obtained, processed, used and retained in accordance with regulations

1. Obtain and process information fairly
2. Keep it only for one or more specified, explicit and lawful purposes
3. Use and disclose it only in ways compatible with these purposes
4. Keep it safe and secure
5. Keep it accurate, complete and up-to-date
6. Ensure that it is adequate, relevant and not excessive
7. Retain it for no longer than is necessary for the purpose or purposes
8. Give a copy of his/her personal data to that individual on request.



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Data Privacy Statement

The association does not share member personal information with anyone other than the national beekeeping umbrella association, IBAClg and it is our understanding that IBAClg is equally compliant with GDPR requirements. IBAClg may from time to time need to share membership data with O'Leary Insurance Broker and/or Hiscox Insurers.

Access to the association's membership database is restricted to the secretary, membership secretary, chairperson and treasurer.

That data is kept in a password protected gmail account and the database is stored in the 'cloud' in an encrypted folder

Membership data is never stored on laptops or printouts

A simplified list with members' names only, may from time to time be printed, to facilitate attendance or voting at meetings but will not be shared with anyone.

Membership data will not be shared with Department of Agriculture, Food and the Marine (DAFM) or any other government agency (naturally, if the association is compelled to provide membership data by law, then we will comply with that order).

The association will never share membership information with marketing companies or beekeeping suppliers

The association will communicate with its membership using email and WhatsApp or via its website and Facebook & other social media but will be careful to 'Bcc' email recipients and be respectful through other channels to reserve confidentiality of membership details

We do not intentionally track information about visitors to our website via cookies or other means but are aware that browsers do gather such data

The association has not appointed a data processor, data controller or data protection officer as it does not believe that is required for a not-for-profit association.

The association will not retain information relating to individual members if they are no longer a member of the association - other than, exceptional circumstances, where retention of that data is advisable for legal or other purposes

The association will take photographs from time to time, which it may use to promote its activities via social media and other channels and your GDPR consent gives the association permission to do so.

The association secretary/membership secretary should ensure at membership renewal each year that existing and new members have read and understood the various GDPR policies and have granted their consent



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Data Breach Policy

The association will follow the following guidance in the unlikely occurrence of a data breach...

Data breaches and the GDPR

A data breach is any situation where an outside entity gains access to user data without the permission of the individual. Data breaches often involve the malicious use of data against users.

If a data breach should occur, the GDPR specifies that organizations must provide adequate notification. The affected organization has 72 hours to notify the appropriate data protection agency and must inform affected individuals "without undue delay."

Responsibility for Data Protection lies with the Secretary and/or Membership Secretary

The NKBKA Committee will meet ASAP after any reported data breach.

Cookie Policy

What Are Cookies?

Cookies are small text files containing small amounts of information, which are downloaded to your device when you visit a website. Cookies are then sent back to that website on each of your subsequent visits

Our association has no capability or intention to utilize cookies but is aware that browsers do capture such visitor information.

If you want to:

1. prevent your browser from accepting new cookies;
2. remove cookies; or
3. disable cookies,

the help menu in the menu bar of most browsers will explain how to do this.

Reviewing and evaluating the policy

The committee will review this policy regularly but at least annually



North Kildare Beekeeping Association ("NKBKA" / "The Association")

I wish to apply for membership of the above association

Date _____

Signed _____

Full member €35

This includes membership of IBAClg and insurance for beekeeping activities

Name & contact details [BLOCK LETTERS]

Name _____

Phone _____

eMail _____

Address _____

EIRCODE _____

GDPR Consent

I confirm that I have read the Association's Data Protection Policy , which can be accessed on our website (www.NKBKA.com) and give consent for my details to be stored in accordance with GDPR legislation. I also give permission to the NKBKA to forward my details to the IBAClg for insurance and membership purposes. I confirm that I am over 18 years of age.**

Signed _____

Date _____

** If under 18 years of age please have this membership form countersigned by a parent or guardian



North Kildare Beekeeping Association ("NKBKA" / "The Association")

**Irish Beekeepers' Association Company
Limited by Guarantee**

Company number 614820



Membership Application Form

I apply for Membership of Irish Beekeepers Association

Company Limited by Guarantee.

I undertake to contribute €1.00 (one euro) to the assets of the Company if the Company is wound up while I am a Member or is wound up within one year after the date on which I cease to be a Member, for the payment of the debts and liabilities of the Company contracted before I ceased to be a Member together with the costs charges and expenses of winding up. I understand that if I am admitted to Membership of the Company, my Membership will be subject to the payment of an Annual Membership Fee and may be terminated if I do not pay the fee on an annual basis.

I am a member of / I am an independent member

Member's details:

Name: Address:

Phone: Email:

GDPR Consent

I confirm that I have read the IBA clg's Data Protection Policy* and give consent for my details to be stored in accordance with GDPR legislation.

Member's signature:

Signed Date

(Name and signature of members' guardian/parent for members under 18 years of age:

Name:

Signed Date)

*You can read our data protection policy at our website: www.irishbeekeepersassociation.com. For GDPR or other membership queries please email: membership@irishbeekeepersassociation.com