

**Data Protection Policy**  
Revised (23 October 2014)

## **1. Guidance**

Beekeeping Associations do not usually collect a lot of personal or sensitive information but any organisation which collects and holds personal identifiable information has a duty to process that information in accordance with the Data Protection Act 1998.

In the case of the Welsh Beekeepers' Association and its Member Associations this would apply, as a minimum, to any information gathered and held manually or electronically about their members or on individuals who may have provided personal or sensitive information prior to or during an Apiary visit.

The eight principles of the Act are, in summary, that information must be:

- a) Fairly and lawfully processed
- b) Processed for specified purposes
- c) Adequate, relevant and not excessive
- d) Accurate and up-to-date
- e) Not kept for longer than is necessary
- f) Processed in line with individuals' rights
- g) Secure
- h) Not transferred outside the European Economic Area without adequate protection

In Member Associations, while the duty lies with any controlling committee, the requirements are most likely to affect such officers as the Secretary, Finance Officer and Apiary Manager although they will apply to any individual who holds personal information on the Association's behalf however briefly.

## **2. Policy**

It is the policy of the Welsh Beekeepers Association to formally accord with the Data Protection Regulations and any linked guidance and to this end all Trustees and Officers must adhere to the following simple rules:

- a) Only collect the minimum of information necessary for the specific purpose
- b) Use information only for the purpose for which it is gathered
- c) Do not share or pass the information to anyone else without the express permission of the individual
- d) Keep the information secure: Electronic information must be password protected and hard copies (paper) must be locked away securely
- e) Take care in sending emails which contain sensitive or personal information. Address these individually rather than send to group contacts.
- f) Have in place a system to keep information up to date. This includes ensuring that once the information is no longer required it is deleted promptly, safely and

effectively electronically and shredded or burnt if in paper form. Deletion of personal information from an officer's personal computer will also be necessary should that individual cease to undertake that role.

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### **3. Member Associations**

All Associations who are members of the Welsh Beekeeping Association are advised to draw up similar simple set of rules for their own officers and secure their agreement to comply with those rules.