

## INFORMATION HELD AND SHARING

Where the appropriate permission is given, members' information is shared as follows:

Personal Data	Sharing
Name, address, member status	BBKA Register
Name, address, member status, email when given, phone number, amount paid	BDI for insurance and receipt
Name, postcode, telephone number	Swarm list going to:- <ul style="list-style-type: none"> <li>- Local Environmental Health Depts.</li> <li>- Local police</li> <li>- Pest Control companies</li> <li>- Branch Secretaries and Chairs</li> </ul>
Name, address, member status, email when given, phone number, availability	Suffolk Show Chair
Name, address, post code, date and amount paid	HMRC for claiming Gift Aid
Name, address, email when given, form of Beecraft required	Beecraft
Name, address, email when given, phone number	Keith Morgan for Bee Health
Members details, per branch	Branch Secretaries, Chairs, Treasurers and Membership Secretaries
Name, address, email and phone number on event bookings	Event organiser named on booking form, Branch Secretaries

Data is collected via an online form via the Suffolk Beekeepers Association website, hosted and managed by BoxWebs Ltd.

Data is stored on a standalone computer which is password protected and provided on a spreadsheet or in pdf form, as appropriate