Isle of mAN BEEKEEPERS fEDERATION

POLICY ON THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION ("PRIVACY POLICY")

Objective and scope of policy

The IOM Beekeepers Federation (the “Fed”) is an Isle of Man not for profit entity, a member of the British Beekeepers Association (“BBKA”), whose objects are generally to encourage and advance the practice of good beekeeping in the Isle of Man and whose full Constitution can be found [here](http://www.iombeekeepers.com/constitution-of-the-isle-of-man-beekeepers-federation/).

The Fed is dedicated to maintaining high standards of confidentiality regarding the information provided to us. The Fed adheres to certain privacy principles to help ensure the confidentiality of the Personal Information entrusted to it.

This Privacy Policy has been prepared to inform you of the Fed’s practices concerning the collection, use and disclosure of Personal Information. It covers not only the Fed, but also the three constituent local beekeeping associations whose members collectively make up the Fed, and for the avoidance of doubt, the expression Fed used in this Privacy Policy includes the three local beekeeping associations.

For this Privacy Policy, "Personal Information" means any information provided to or collected by the Fed, recorded in any form, about an identifiable individual, or an individual whose identity may be inferred or determined from the information.

This Privacy Policy does not cover any information about more than one individual where the identity of the individuals is not known and cannot be inferred from the information ("Aggregated Information"). The Fed retains the right to use Aggregated Information in any way that it reasonably determines is appropriate.

Accountability

The Fed is subject to the laws of the Isle of Man and as such, the Isle of Man’s Data Protection Act 2002 as well – to the extent that it might apply - the EU’s General Data Protection Regulations (“GDPR”).

What information do we collect?

The Fed acquires Personal Information:

1. From members about capitation fees, classes of membership and associated Personal Information,
2. from subscribers to the Fed website,
3. from applicants for our beekeeping training courses,
4. and from people who wish to be kept informed about beekeeping or who offer land for positioning of apiaries.

The Personal Information will be held in strict confidence and not revealed to anyone unless expressly or implicitly authorized by the person or organization concerned or permitted or required by law.

The Personal Information we collect may include:

* Your full name, address, telephone number, e-mail address;
* The class of BBKA membership you require (or whether you are simply paying capitation fees to the Fed, but don’t require BBKA membership),
* any other Personal Information that you voluntarily choose to provide to us.

How do we use and disclose personal information?

The Fed uses and discloses personal information for the purposes set out in this Privacy Policy.

Under no circumstances will the Fed sell, trade, barter or exchange for consideration any Personal Information it has obtained.

The Fed may use Personal Information for the following purposes:

* Receipt and reconciliation of capitation fees payable to the local associations, the Fed itself and the BBKA;
* Internal record keeping;
* Answering your queries, and/or providing you with information you have asked to receive;
* To circulate to you matters of interest and relevance to beekeepers including information about forthcoming meetings and events,
* To keep your information accurate. (For example, from time to time, you may be asked (by email or otherwise) to review your contact details and update them as necessary); and
* To carry out any other purpose which is disclosed to you and to which you consent.

Lastly, the Fed may disclose your Personal Information for any other purpose to which you consent.

Unsubscribe

If you decide at any time that you no longer wish to receive emails or circulations from the Fed, please follow the unsubscribe link in one of the email messages.

You may also contact the Fed Secretary whose address is listed [here](http://www.iombeekeepers.com/contact-iom-beekeepers/), to unsubscribe from any circulations.

If you no longer wish to receive news or blogposts circulated from our website, please unsubscribe using the button at the bottom of any of the posts.

Limiting collection, use, disclosure and retention of personal information

The Fed may collect your Personal Information in many forms (hard/soft copy, electronically, facsimile, telephone conversations/recordings, etc.), but will only do so by lawful means and only for necessary purposes that have been disclosed to you.

Personal Information collected in any form will only be retained by the Fed so long as it is required: a) for the purpose for which it was collected; b) if required by law; or c) to address any issues that may arise at a later date.

When your Personal Information is no longer required for these purposes, the Fed will destroy, delete, erase or convert the Personal Information into an anonymous form.

Our website and cookies

In general, you can use this website without giving the Fed any Personal Information. If you are one of our anonymous visitors, please bear in mind that we may still record certain analytical information.

The Fed may use cookies, web beacons/pixel tags, log files and other technologies to collect certain information about visitors to our websites, and recipients of our circulations and other communications.

Legitimate Interest

The Fed asserts a legitimate interest in assembling and processing Personal Information (including collection, reconciliation and where applicable, onward payment of capitation fees to the Fed itself or the BBKA).

Your provision of Personal Information to the Fed implies that you agree your Personal Information may be collected, used and disclosed.

If you do not agree with these terms, you must not provide any Personal Information to the Fed.

Where obliged in accordance with the law to disclose information the Fed will not disclose more information than is required.

You have the right to revoke your consent, whether implied or explicit, to the collection, use and disclosure of your Personal Information at any time. However, such revocation may prevent the Fed from providing services to you or dealing with your BBKA membership.

Storage and security

The Fed holds Personal Information in the Isle of Man on local based computers or via “cloud” electronic facilities. Personal Information is backed up via cloud back up services, for example Microsoft’s OneDrive or other service providers such as DropBox or MailChimp.

Accuracy and Access

The Fed endeavours to ensure that any Personal Information provided and in its possession is as accurate, current and complete as necessary for the purposes for which it uses that information.

You have a right to request access to your Personal Information and to request a correction to it if you believe it is inaccurate. In the event that you believe that your Personal Information is inaccurate or you wish access to your Personal Information, you may make a request to the Fed via the Fed Secretary whose contact details are immediately below.

Contact us

If you ever have any questions, complaints or concerns regarding this Privacy Policy, any Personal Information you have submitted to the Fed, or if you would like to:

* access Personal Information that you have already provided so that you can correct or update it, or request that it be deleted, or
* report any violation of this Privacy Policy

you can contact the Fed Secretary via the Contact page on the Fed website, [here.](http://www.iombeekeepers.com/contact-iom-beekeepers/)

Amendment of our practices and this privacy policy

The Fed will from time to time review and revise its privacy practices and this Privacy Policy.

Please periodically review this Privacy Policy so that you know what Personal Information is collected, how it is used, and with whom the Fed may share it.

This Privacy Policy is in effect as of the date in the footer below.