



Privacy and Data Protection Policy

Last reviewed 12th June 2024

INTRODUCTION

It has become somewhat of a soundtrack to hear companies and organisations claiming to put their customers' privacy as a number one priority but as an organisation made of members (and therefore the attributable data of those members) the BMABA takes a firm stance on Data Protection and Privacy. For the duration of this policy document, the terms 'us', 'we', 'Bee-Safe Manchester' and 'organisation' shall be a direct reference to the legal entity, Bee-Safe Manchester CIC (Reg. **14935236**) registered at 21 Cobble Bank, Manchester, M9 5FA

1A –Collecting information

We may collect information from you, or about you, for a number of reasons as a standard part of our 'day to day' operations.

This may include;

1. When you register to join as a student with Bee-Safe Manchester
2. When you register as a participant at any event, competition, summer school, etc.
3. When you engage with our online material, website or other application processes
4. When you ask us to quote you for services and provisions
5. When you otherwise speak with us, use our websites and apps, or join as a member in any form

The information we collect may also be provided to us from a third party, such as schools or community organisations if we are contracted to perform after-school club activities for them.

We only collect the minimal amount of information required to safely and accurately fulfil services and requirements, and do not hold or 'harvest' data that is not directly relevant to the purposes of the Association and/or the services at hand. We are registered with the Information Commissioner's Office (ICO) under the license number ZB694431

1B – using your personal information

We understand that personal information is inherently sensitive and that this may also be heightened where more confidential disclosures are made – for example, pre-existing medical conditions for student registrations. Personally identifiable information (PII) is never processed under any circumstances except where directly required and warranted in order to fulfil a requested service or product. In any case, the information used is minimal and maintained only at the necessary levels. Bee-Safe Manchester employ the strongest possible measures of control on data protection.



Bee-Safe Manchester CIC – www.beesafemanchester.com

1C – Protecting Information

Bee-Safe Manchester take our responsibility to safeguarding the collection, storage and use of personal information seriously.

As standard, we;

- Employ security systems for all of our hardware, software and digital space.
- Ensure our websites are always protected by a Secure Socket Layer (SSL) connection, to make sure the connection between your browser and our server is secure.
- We ensure two factor authentication for any staff logins to sensitive systems, to make sure even a password breach is not sufficient to gain access to personal information.
- Any paper copies of documents are stored in a secure way.

1D –complaints, disputes and erasers

We understand that ultimately, data shared with Bee-Safe Manchester is borrowed from the person to whom it relates. Accordingly, anyone has the opportunity to check what information we hold for them, and to correct any records that are held incorrectly. Furthermore, in some cases we will be able to remove records completely if requested by the named person. It is important to remember that under both insurance and safeguarding guidelines, we are unable to erase entirely, records of any incidents pertaining to instructors, students before three years have passed. We will keep records of our members up to six months after membership has terminated. We can erase erroneous service based information, but not actual records during this period. Should any person wish to query information held on them or discuss further how their personal information is held and/or processed, please contact us via email:

beesafemanchester@gmail.com