



For Bees, Education, Protection and Research

Data Protection Policy

Jan 2013

This policy is based on the Data Protection Act 1998 which establishes a framework of rights and duties which are designed to safeguard personal data. It applies to all who work for Bee Disease Insurance (BDI) in any capacity, including officers, directors and volunteers. Non compliance with the rules below may result in dismissal.

- 1) All personal data (names, addresses, email addresses, and telephone numbers) or any other information gathered in the course of BDI business is to be treated with respect and kept in confidence.
- 2) All computers used for BDI business will be protected by passwords and no unauthorised access will be allowed to emails, company documents, insurance certificates, or association membership lists.
- 3) Only BDI officers, directors or volunteers (named in minutes of AGM) will be allowed access to any personal data held by BDI.
- 4) Personal data which identifies an individual will be avoided in communications unless necessary for the completion of BDI business.
- 5) Any documents stored which contain personal data, such as association lists and copies of insurance certificates will be kept for the current and previous two years. If they are in paper form they will be stored securely (locked cabinet or storage area) and when appropriate destroyed completely by burning or shredding with a cross cut shredder.
- 6) For the clarification of a claim, or for establishing the disease history of a beekeeper, personal details may be passed to the National Bee Unit which works in collaboration with BDI. Personal data will not be passed to any other organisation.