



**Use of your personal data:**

By completing this form and paying your membership fee, you are agreeing to join this Association, which is affiliated to the Federation of Irish Beekeepers Associations (FIBKA). For purposes of Data Protection Acts and Regulations, this Association and FIBKA fulfil the roles of Joint Data Controllers.

◆Please indicate your agreement or non-agreement to use of your personal data in Sections 1) to 4) below,

- 1) Your Name, Address, and Eircode will be forwarded to the FIBKA Administration Office for the purposes of recording your affiliated membership and verifying to **the insurance** provider your entitlement to cover in the event of a claim against you.

**I agree: Yes**   **No**    **Please circle your answer**

- 2) FIBKA Administration Office will share your Name, Address and Eircode with the FIBKA **Manager of An Beachaire** for the purposes of arranging delivery of your magazine. Circulation of An Beachaire and other materials will be arranged by the Manager via a printer and mailing fulfilment company or data management company to whom your details will be forwarded for that purpose. Any such company will be required to sign a non-disclosure agreement limiting use of your data for the specified purpose only.

**I agree: Yes**   **No**    **Please circle your answer**

- 3) From time to time, the FIBKA Board of Directors may arrange for circulation of **Census, Survey** or other materials to affiliated members. Such materials will be limited to items directly related to the legitimate business of FIBKA in accordance with the Constitution and will not include direct marketing material. The FIBKA Memorandum and Articles of Association can be found at <https://irishbeekeeping.ie/?s=articles+of+association&id=29139> Circulation of such materials will be arranged via a printer and mailing fulfilment company or a data management company to whom your name, address and Eircode will be forwarded for that purpose. Any such company will be required to sign a non-disclosure agreement limiting use of your data for the specified purpose only.

**I agree: Yes**   **No**    **Please circle your answer**

- 4) If you apply to the **Webmaster** for online access to Back Issues of An Beachaire on the FIBKA website, your Membership number will be verified to the Webmaster by the FIBKA Administration Office. To apply for this service, login and create an account on Beachaire page on [www.irishbeekeeping.ie](http://www.irishbeekeeping.ie)

**I agree: Yes**   **No**    **Please circle your answer**

◆Note that it is **not possible** for FIBKA to provide membership services in relation to insurance and An Beachaire in the event that you circle “No” to 1) and 2) above.

Circling “No” to 3) or 4) above will not restrict the provision of membership services in relation to insurance and postage of An Beachaire issues.

Apart from the above stated purposes, your personal details will not be used or shared with any other party, except in circumstances where this Association or FIBKA is compelled to do so by the laws of the State.

**Storage and Retention of your personal data:**

All reasonable security measures will be taken to ensure that your personal data will be stored by this Association and by FIBKA in a manner designed to maintain privacy and confidentiality, and to prevent unauthorised access, alteration or deletion. FIBKA Administration Office and Manager of An Beachaire will store your personal data in paper records and in electronic form on encrypted computers. This Association will store your personal data in confidential electronic form with restricted access. Your personal data will be retained by this Association and by FIBKA for a period of at least 10 years, after which it will be destroyed in a manner consistent with best practice at the time. 10 years is the minimum retention period required under current best practice guidelines, because membership details form part of the financial records of this Association and of FIBKA. It might be necessary for FIBKA Administration Office to keep membership details for a period in excess of 10 years where the statute of limitations on third party insurance claims exceeds that period.

This requirement will be reviewed periodically and amended as appropriate.

**Your rights in relation to personal data held by this Association and by FIBKA:**

You are entitled to receive a copy of your personal data on written application to the Secretary of this Association and/or to FIBKA Administration Office, and to have any inaccuracies or deficiencies in your data corrected.

You can withdraw your consent to the holding or processing of your personal data at any time, on the understanding that deletion of your data will mean that this Association and FIBKA will no longer be able to deliver member services / entitlements to you.

If you feel that your rights in relation to your personal data have been compromised, you are entitled to seek clarification and/or make a complaint to the Office of the Data Protection Commissioner [www.dataprotection.ie](http://www.dataprotection.ie)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_