

Bird Keepers Association

BKA

Data Protection Policy

Bird Keepers Association (BKA) is established with the objects set out in its Constitution, to serve the interests of its Members and others who are interested in keeping & breeding birds in cages & aviaries. **BKA is a data controller within the UK.**

The personal information referred to in this Policy may include name, contact details, affiliations, records of purchases & sales of birds and equipment and of attending events and such other information as may be necessary for the effective management of the legitimate interests of **BKA**. Any person wishing to verify the information held by **BKA**, or who can correct or update that information, may apply to the Secretary of **BKA**.

DATA COLLECTION

BKA collects and uses personal information for several purposes:

1. To contact members in relation to their membership status
2. To contact members & supporters to inform them of activities and events organised by and conducted by the Association for the furtherance of its aims as set out in the constitution document of **BKA**.
3. To contact members in relation to the conduct of the proper management of the Association such as notice of Annual General Meetings or Extraordinary General meetings.
4. To maintain a current list of members in order to satisfy any requirements relating to insurance and "Vulnerable Persons" guardianship policy.

BKA may hold personal information for anyone contacting the **BKA**, or whom the **BKA** contacts for the purpose of conducting its general activities. This information is used to satisfy a requested service or a contractual requirement.

DATA DISCLOSURE and TRANSFER to third parties.

BKA will not disclose any personal data relating to its members or third parties, to any other third parties, including but not restricted to, other clubs or organisations or any other member of **BKA** without the explicit written permission of the member.

BKA when communicating with members & supporters by email, will ensure that **ONLY "Blind Copy"** addressing is used in order to satisfy the need to hold personal data protected.

BKA will ensure by means of its management policies that any volunteer, official or third party contractor is aware of, agrees to and complies with all of the provisions of this policy.

Data Retention

1. General business records will normally be held for a minimum of eight years.
2. **BKA** may retain historical archives indefinitely, for example but not limited to, records of meetings, awards and other event results.

Electronic Marketing

BKA will not make their membership or supporter contact information available for electronic marketing.

BKA will refuse any request to cascade marketing material to members and supporters by electronic messages.

The Right of Erasure ('Right to be Forgotten')

The European Union General Data Protection Regulations (GDPR), as incorporated into UK law by the Data Protection Act 2018 (DPA18). includes the right to have personal data erased. The right is not automatic and there are several exclusions which in practice mean that the right may only apply, in the circumstances discussed in this document, in relation to electronic marketing.

Any **BKA** member who wishes to have personal data removed from the data held by **BKA** should contact the **BKA** secretary for guidance.