

Halifax and District Bee Keepers Association – GPDR Audit Form

HBKA Data Audit : - Membership Data

Description of Data Held	Members names, addresses, phone contact details, e mail addresses and membership number
Why is it held	To contact members To account for membership fees To share with approved organisations
Basis for Processing Data	Processed with members permission
Who Holds the Data	Secretary Treasurer
Who Controls the data	Secretary and Treasurer
What Security Controls are in place	Hard copies in locked cabinet, electronic copies on password protected computers
How long is the data held for	Duration of membership
How is the data disposed of when necessary	Hard copies shredded, electronic copies deleted
Is this data covered by our Privacy Notice	Yes
Any Action Required	No

When completed, please retain with members authorization forms.