



The Scottish Beekeepers' Association

The SBA
and the
Data Protection Act

The Act...

- The Data Protection Act requires anyone who handles personal information to comply with a number of important principles.
- It also gives individuals rights over their personal information.
- If you handle personal information, you have a number of important legal obligations.

The Public...

- The Data Protection Act gives you the right to know what information is held about you, and sets out rules to make sure that this information is handled properly.

The ICO

- The ICO (Information Commissioner's Office) is the UK's independent public body set up to protect personal information and promote public access to official information.

The SBA

- There is a general requirement that any organisation in control of data (a Data Controller) is required to register with the Information Commission – a process called Notification.

The SBA

- However there is a specific exemption from Notification for a data controller which is a "body or association not established or conducted for profit provided their processing does not fall outside specified criteria".

The SBA

- Exempt bodies include many not-for-profit organisations. We believe the SBA is exempt and the LA's are likely to be as well.
- You should check to see if your LA is exempt by using the self-assessment tool kit at:

<http://forms.informationcommissioner.gov.uk/notify/self/>

The SBA

- Data controllers who are exempt from Notification must still comply with the other provisions of the Act!

So.....

We / You must....

- Ask for written permission from people to hold a record of their personal details.

It seems that it is acceptable to ask people to opt OUT rather than to opt in, but the letter you send asking for their permission must make this clear.

We / You must....

- Give very clear information to people whose details are to be held.
- State WHAT personal information is to be held.
- Say WHY it is to be held.
- Say HOW it will be used.
- Say IF it will be disclosed to others, and if so, TO WHOM, WHY, WHEN, and HOW.

We / You have responsibilities to:

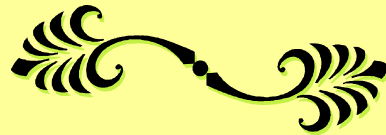
- Collect and hold only data that is essential for the stated purpose.
- Hold it securely / privately.
- Disclose it to others only in line with exactly the purpose / permission that has been given.
- This applies to paper as well as computerised records; there is no difference under the Act.

What to do

- Decide if you are a Data Controller.
- Go through the self-assessment.
- Make sure you don't need to Notify.
- Send out a suitably worded letter to your members asking them to opt IN (or OUT) of providing personal details.
- Remember to say what information you intend to hold; why; and how you will use it.
- Get a signature and date.

What to do

- Then do what you have undertaken to do
- And don't do anything you don't have your members' permission for!





The Scottish Beekeepers' Association

Beekeeping and
Your Computer

The same procedure.....

- Remember November 2001?
- No, not Guy Fawkes!
- SBA Webmaster presentation - ICT, The Internet and Beekeeping.
- So what's new ...
- Me?
- Or You?



Beekeeping and your Computer



Pros and cons



- Email
- The Internet
- Advice
- Information
- Discussion
- Other beekeepers
- Communication
- Cost
- Learning-curve
- Space, untidy
- 'New Technology'
- Too much trouble
- Not essential
- Manage without!

In other words, it's not for everyone, but do give it a try.

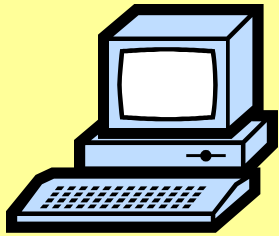
Communication - E-mail

- Cheap - sometimes free.
- Versatile - attachments.
- Requires an 'account' with a ISP (Internet Service Provider).
- PLEASE Remember to check for incoming mail frequently!
- Protect yourself from 'spam' (junk mail).
- Protect yourself from computer viruses.

The Internet



- Millions of pages of information.
- Lots of beekeeping information.
- Forums to chat to other beekeepers.
- Online ordering of beekeeping supplies.
- Global - no national boundaries.
- Fast - regardless of distance.



Your Computer (1)



Desktop or laptop?

- You get more specification to the £ from a desktop.
- A laptop is portable ... but
- There are cheaper ways to make your data portable.

Your Computer (2)

Standalone or network?

- Standalone is easy to set up.
- Network is useful if there is >1 PC in the house, but ...
- Maybe you only need one computer!
- Don't dabble with technology just for the sake of it.

Your Computer (3)

Who will use it?

- Just you.
- Other family members.
- Friends.
- Children.
- Other beekeepers ... but whoever does us it
- **BE IN CONTROL!**



Your Computer (4)

How much should I spend?

- Enough.
- But not too much either!
- So set a budget and stick to it.
- Be sensible and realistic.
- Beware hand-me-downs.



Where to Buy

High Street or Internet?

- More advice in High Street Store.
- You can bring a friend!
- Take it home the same day.

but

- Possibly better price on Internet.
- Better choice on Internet.
- Buy from the comfort of home.

How to Use

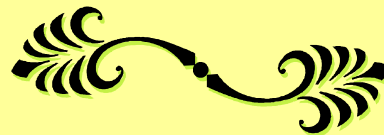
- Impossible to break it (well, almost).
- Do install anti-virus and anti-spyware.
- Don't fiddle with things for the sake of it.
- Do have fun with it.
- Don't be scared of it.



What if it does go wrong?

Would you strip down the engine on your own car?

If your son-in-law / cousin / daughter's boyfriend / son's weird friend / friend-of-a-mate-at-work / mother-in-law offers to 'fix' it - you're *probably* safer taking it back to the shop or phoning the help-line. Unless they really *are* a computer engineer, there's every possibility that you'll end up having to do that anyway - but the repair will take longer, and cost more!





The Scottish Beekeepers' Association

The SBA Web Site

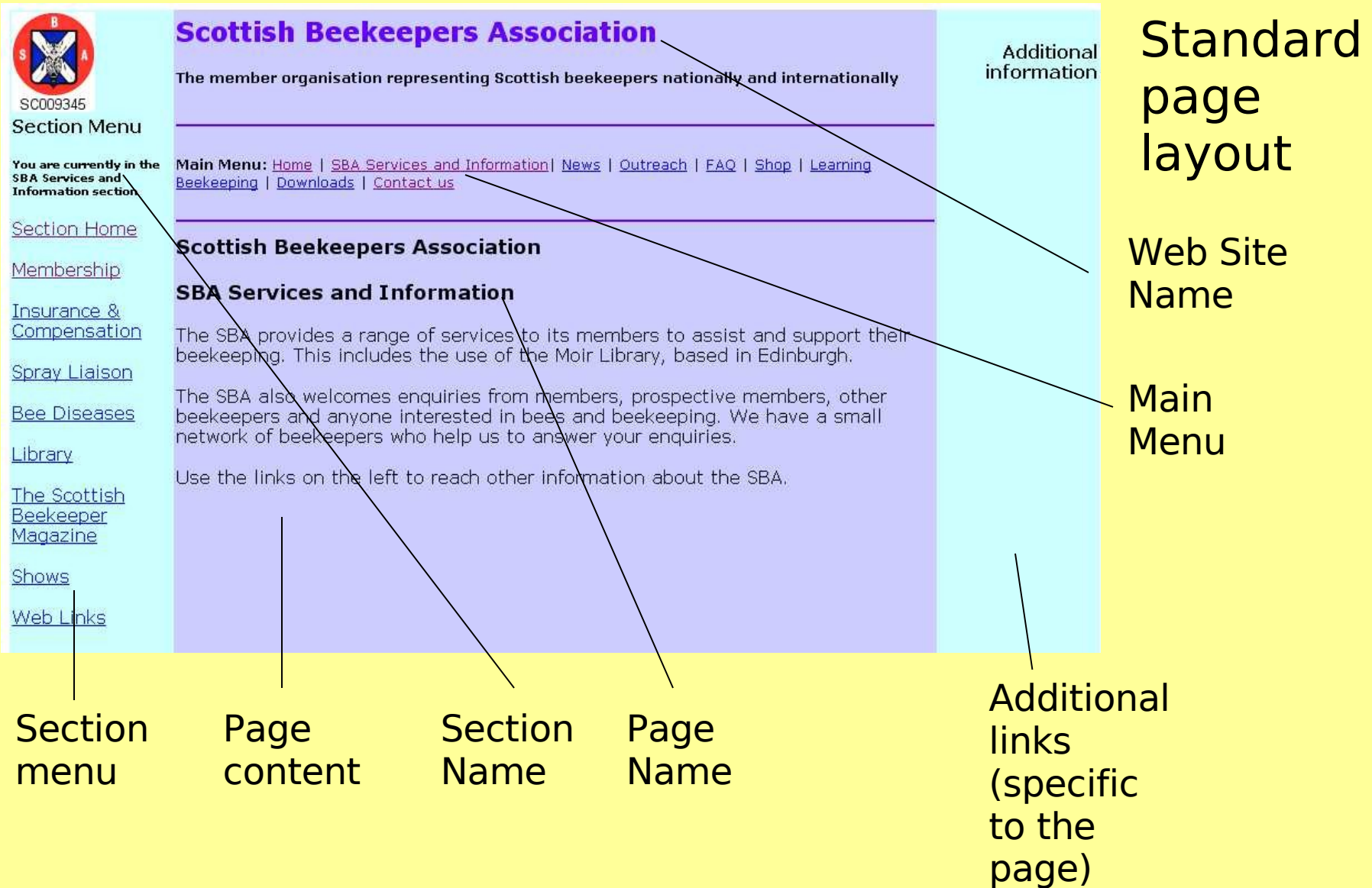
The SBA Web Site

- New site launched April 07.
- Simple layout.
- Simplified content.
- No frills.
- Emphasis on information and accessibility.
- No images.
- Quick to load.

The SBA Web Site - Main Headings

- Home.
- SBA Services and Information.
- News.
- Outreach.
- FAQ.
- Shop.
- Learning Beekeeping.
- Downloads.
- Contact Us.


The SBA Web Site



The SBA Web Site

Home


- Welcome.
- Who we are and what we do.

 <p>SC009345</p> <p>Section Menu</p> <p>You are currently at the title page to the website</p>	<h2>Scottish Beekeepers Association</h2> <p>The member organisation representing Scottish beekeepers nationally and internationally</p> <hr/> <p>Main Menu: Home SBA Services and Information News Outreach FAQ Shop Learning Beekeeping Downloads Contact us</p> <hr/> <h3>Welcome to the Scottish Beekeepers Association</h3> <p>The Scottish Beekeepers Association is the national body that represents Scotland's beekeepers within the UK, throughout Europe and globally. It is a registered charity, and is run entirely by volunteers drawn from its membership.</p> <h4>Newly Published</h4> <p>The report on the 2006 Survey of members has now been published. You can download a copy of the report using the link on the right.</p> <h4>View and Opinions</h4> <p>Views and opinions expressed within the web site are those of its authors and contributors and, unless stated otherwise, do not represent the official position of the Scottish Beekeepers Association.</p> <h4>Enquiries</h4> <p>We welcome enquiries and suggestions for future content of the web site.</p> <p>Please use the webmaster email address to get in touch with me:</p>	<h3>Additional Information</h3> <p>Frequently Asked Questions</p> <p>Survey of members 2006 - Report</p>
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The SBA Web Site

SBA Services and Information

- Membership.
- Insurance & Compensation.
- Spray Liaison.
- Bee Diseases.
- Library.
- The Scottish Beekeeper.
- Shows.
- Web Links.

 SC009345	Scottish Beekeepers Association The member organisation representing Scottish beekeepers nationally and internationally	Additional information
Section Menu You are currently in the SBA Services and Information section	Main Menu: Home SBA Services and Information News Outreach FAQ Shop Learning Beekeeping Downloads Contact us	SBA Membership Application Form 'Be A Beekeeper' Leaflet
Section Home	Scottish Beekeepers Association	
Insurance & Compensation	SBA Membership - Joining Up	
Spray Liaison	Applying for Membership	
Bee Diseases	Annual membership of the Association costs £20. You can download a printable copy of the membership application form here . The Association encourages as many of its members as possible to pay by bankers order. This has a number of advantages to both Association and Members. The membership form includes a bankers Mandate for Direct Debit payment.	
Library	Promotional Leaflet	
The Scottish Beekeeper Magazine	Download the SBA promotional leaflet 'Be A Beekeeper' here . This can be printed out and distributed to Local Association members or any prospective SBA members. Note: Please address all enquiries regarding membership to the membership convener:	
Shows	Mr. Phil McAnespie, 12 Monument Road, Ayr, KA7 2RL	
Web Links		

The SBA Web Site

News

- SBA News and Coming Events.
- Beekeeping news from around the world.



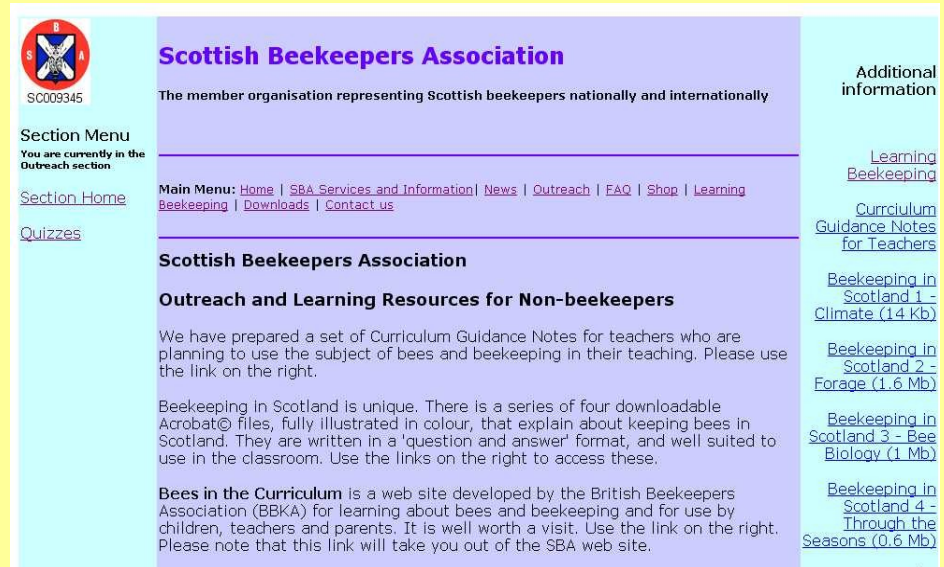
The screenshot shows the website for the Scottish Beekeepers Association (SBA). The page is divided into several sections:


- Header:** The SBA logo (a red circle with a white cross and the letters S, B, A) is on the left. To its right, the text reads "SC009345" and "Section Menu".
- Main Content:** The main heading is "Scottish Beekeepers Association" in purple. Below it, a tagline states: "The member organisation representing Scottish beekeepers nationally and internationally". A horizontal line separates this from a "Main Menu" containing links for Home, SBA Services and Information, News, Outreach, FAQ, Shop, Learning, Beekeeping, Downloads, and Contact us.
- Sub-sections:** Below the menu, there are three sub-sections:
 - Scottish Beekeepers Association:** A heading for the main organization.
 - SBA Coming Events:** This section includes "SBA Lecture Tour" with a paragraph: "The SBA Autumn Lecture Tour has been announced. Please use the link on the right to download the programme." and "SBA Examinations" with a paragraph: "The SBA Executive is continually reviewing expenditure with a view to holding the general subscription at its present level for as long as possible. Fees charged for courses run by the Education Committee have more or less covered their cost. Fees charged for examinations have been held at their present level since 1994 and no longer cover the costs incurred in running the examination system. At a recent meeting of the Executive it was agreed that from 1st January 2008 the examination fees will be as follows:" followed by a bullet point: "• Basic Beemaster £10".
- Additional Information:** On the right side of the page, there are three links: "SBA Convention 2007 - prospectus and booking details", "SBA Autumn Lecture Tour Programme 2007", and "DEFRA Beekeepers' meeting December 2006". At the bottom right, there is a link for "Biodynamic Workshop".

The SBA Web Site

Outreach (mainly for schools and young people)

- Resources - outreach resources for non-beekeepers.
- Quizzes - fun quizzes for children.




SC009345

Scottish Beekeepers Association
The member organisation representing Scottish beekeepers nationally and internationally

Section Menu
You are currently in the Outreach section.

[Section Home](#)
[Quizzes](#)

Main Menu: [Home](#) | [SBA Services and Information](#) | [News](#) | [Outreach](#) | [FAQ](#) | [Shop](#) | [Learning Beekeeping](#) | [Downloads](#) | [Contact us](#)

Scottish Beekeepers Association

Outreach and Learning Resources for Non-beekeepers

We have prepared a set of Curriculum Guidance Notes for teachers who are planning to use the subject of bees and beekeeping in their teaching. Please use the link on the right.

Beekeeping in Scotland is unique. There is a series of four downloadable Acrobat® files, fully illustrated in colour, that explain about keeping bees in Scotland. They are written in a 'question and answer' format, and well suited to use in the classroom. Use the links on the right to access these.

Bees in the Curriculum is a web site developed by the British Beekeepers Association (BBKA) for learning about bees and beekeeping and for use by children, teachers and parents. It is well worth a visit. Use the link on the right. Please note that this link will take you out of the SBA web site.

Additional information

- [Learning Beekeeping](#)
- [Curriculum Guidance Notes for Teachers](#)
- [Beekeeping in Scotland 1 - Climate \(14 Kb\)](#)
- [Beekeeping in Scotland 2 - Forage \(1.6 Mb\)](#)
- [Beekeeping in Scotland 3 - Bee Biology \(1 Mb\)](#)
- [Beekeeping in Scotland 4 - Through the Seasons \(0.6 Mb\)](#)

The SBA Web Site

FAQ (Frequently Asked Questions)

- A page that contains exactly what it says - a selection of the most frequently asked questions, plus their answers.



The screenshot shows the website for the Scottish Beekeepers Association. On the left is a light blue sidebar with the SBA logo (a red circle with 'S', 'B', 'A' and a bee) and the text 'SC009345 You are currently in the FAQ section'. The main content area has a purple header with the title 'Scottish Beekeepers Association' and the tagline 'The member organisation representing Scottish beekeepers nationally and internationally'. Below this is a 'Main Menu' with links for Home, SBA Services and Information, News, Outreach, FAQ, Shop, Learning Beekeeping, Downloads, and Contact us. The section is titled 'Scottish Beekeepers Association Frequently Asked Questions' and begins with the text 'Perhaps you will find an immediate answer to your enquiry here.' The first question is 'Q. I have a nest of wild bees in my garden or my house. Should I offer them to a beekeeper?' The answer starts with 'A. First, check if what you have are bees or wasps. This may sound rather obvious, but it is an easy mistake to make. Wasps and honeybees are about the same size, but wasps have alternating black and bright yellow body stripes. Honeybees are brown, with paler brown or dirty yellow bands on the body. Bumblebees are furry. If you have a nest of honeybees, and the nest is causing a danger to you, children or livestock, then call your Local Authority (Council) Pest Control Officer or an independent pest control company. They will probably make a charge for this. A beekeeper might be interested in removing a nest of honeybees, but not wasps or bumblebees (see below). However please don't be deluded into thinking you are doing a beekeeper a favour by offering them the chance of a 'free' nest of bees for the trouble of removing it. The time and trouble involved in

On the right side of the page, there is a light blue sidebar with the heading 'Additional information' and several links: Local Associations, Membership, Learning Beekeeping, Library, Hive Plans, and Bumblebee Conservation Trust.

The SBA Web Site

Shop

- Online catalogue of SBA Merchandise.

This is NOT an online shop. Customers DO have to contact Enid directly to make purchases.



The screenshot shows the website for the Scottish Beekeepers Association. The header includes the SBA logo (a red circle with a white cross and the letters S, B, A) and the text 'SC009345 Section Menu'. Below this, it states 'You are currently in the SBA Shop section'. The main content area is titled 'Scottish Beekeepers Association' and 'SBA Shop'. It provides contact information for Enid Brown, the Publicity Convener, and lists various merchandise items with their prices.

Scottish Beekeepers Association
The member organisation representing Scottish beekeepers nationally and internationally

Section Menu
You are currently in the SBA Shop section

Main Menu: [Home](#) | [SBA Services and Information](#) | [News](#) | [Outreach](#) | [FAQ](#) | [Shop](#) | [Learning Beekeeping](#) | [Downloads](#) | [Contact us](#)

Scottish Beekeepers Association

SBA Shop

All SBA Merchandise is available from the Publicity Convener:
Enid Brown, Milton House, Main Street, Scotlandwell, Kinross, KY13 9JA, Tel. 01592 840582, email honeybees'at'onetel.com

SBA Clothing with Embroidered Logo

Polo Shirts (NaB, SkyB, BG)	£13.00
Sweat Shirt	£16.00
Fleece Jackets - full zip	£24.00
Fleece (Sleeveless)	£20.00
Quilted Bodywarmer	£20.00
Baseball Cap	£6.00
Lamb Wool Sweater (Vee or Craze neck)	£27.00

Additional information

The SBA Web Site

Learning Beekeeping

- SBA Education.
- SBA Education Syllabus.
- Learning Resources for Beekeepers.
- SBA Technical Data Sheets.
- Beekeeping in Scotland - short guide.
- Code of Practice for Small-scale Beekeepers.
- Hive Plans.



The screenshot shows the website for the Scottish Beekeepers Association. The header includes the SBA logo (a red circle with a white 'S' and a blue 'B' and a bee) and the text 'SC009345'. Below the logo is a 'Section Menu' with links: 'Section Home', 'SBA Education', 'SBA Education Syllabus', 'Learning resources for beekeepers', 'Beekeeping in Scotland', 'Code of practice', and 'Hive plans'. The main content area is titled 'Scottish Beekeepers Association' and 'Learning Beekeeping'. It contains a paragraph: 'This section of the web site contains information and advice on becoming a beekeeper. It provides a complete guide to the SBA education scheme and syllabus; and a range of resources full of practical advice on learning how to keep bees. The guidance is aimed particularly towards keeping bees in Scotland. However beekeepers elsewhere will also find a variety of useful beekeeping information relevant to where they live.' A 'Main Menu' is visible at the top right with links: Home | SBA Services and Information | News | Outreach | FAQ | Shop | Learning Beekeeping | Downloads | Contact us. A vertical bar on the far right contains the text 'Additional information'.

The SBA Web Site

Downloads

A page of links to all the downloadable resources within the web site including:

- Secretaries' Manual.
- Magnus Peterson's Notes.
- A. Joyce's Short Beekeeping Course.
- Beekeeping in Scotland - guide.
- SBA Syllabus Booklets.
- Technical Data Sheets.
- Membership Forms.
- Library guides.




The screenshot shows the website for the Scottish Beekeepers Association. The header includes the association's logo (a red circle with a white bee and the number 10) and the text "SC009345 Section Menu". Below the header, there is a navigation menu with links for Home, SBA Services and Information, News, Outreach, FAQ, Shop, Learning, Beekeeping, Downloads, and Contact us. The main content area is titled "Scottish Beekeepers Association Downloads" and contains the following text: "Here you will find a range of documents and information about beekeeping to download. Many of these resources can be found within other areas of the web site, but links to them all are brought together on this page for convenience." Below this text, there is a list of links for the Secretaries Manual, including "Whole Manual" and "Chapter 1" through "Chapter 10". On the right side of the page, there is a vertical sidebar with the text "Additional information".

The SBA Web Site

Contact us

- The Executive and Committees.
- Local Associations.
- Area Reps.
- Spray Liaison.



The screenshot shows the contact page of the Scottish Beekeepers Association. It features a logo with a bee and the letters S, B, and A. The page includes a section menu with links for 'Local Associations', 'Area Representatives', and 'Spray Liaison'. The main content area is titled 'Scottish Beekeepers Association' and describes the organization as the member organization representing Scottish beekeepers nationally and internationally. It lists the Executive Committee and Office Bearers, including the President, Ian Craig, and the Vice-President, Alan Teale. A table provides contact details for these individuals, including their titles, names and addresses, telephone numbers, and email addresses.

Scottish Beekeepers Association
The member organisation representing Scottish beekeepers nationally and internationally

Section Menu
You are currently in the **Contacts section**

[Section home](#)
[Local Associations](#)
[Area Representatives](#)
[Spray Liaison](#)

Main Menu: [Home](#) | [SBA Services and Information](#) | [News](#) | [Outreach](#) | [FAQ](#) | [Shop](#) | [Learning Beekeeping](#) | [Downloads](#) | [Contact us](#)

Scottish Beekeepers Association
The Executive Committee and Office Bearers

The Association is administered by an Executive Committee, several Standing Committees, supported by a small number of Office Bearers.

When typing the email address into your email system, please remember to replace 'at' with @

Title / Office	Name and Address	Telephone number	Email address
EXECUTIVE COMMITTEE			
President	Ian Craig, 30 Burnside Avenue, Brookfield, Johnstone, Renfrewshire, PA5 8UT	01505 322684	ian[at]iancraig.wanadoo.co.uk
Vice-President	Alan Teale, Burnside Lodge, Dunira, Ry Co. Co. Wick, PA6 2JZ	01764 679735	diseases[at]scottishbeekeepers.org.uk

Additional information

The SBA Web Site

Remember:

- Information is often reachable from several different pages in the web site.
- Much of the information previously on separate pages has been converted to downloads.
- You will need to use ACROBAT reader to access these downloads.
- This will be a lot faster if you have broadband

And finally.....

- The web site IS copyright! The content belongs to the SBA and, in some cases, individual authors. Please respect this, even if you are writing a web site for your LA.