

Boscombe & Southbourne Rotary Privacy Notice

Boscombe & Southbourne Rotary (“we”) promise to respect the confidentiality of any personal data you share with us, to keep it safe, and we will always take every effort to protect your privacy

We pride ourselves on our honesty and openness and will always be clear how, when and why we collect and process your information; we promise we will never do anything with your details that you wouldn’t reasonably expect.

It is expected that club and district officers may also process member’s personal data on behalf of Rotary International in Great Britain and Ireland (RIBI) and the Rotary organisation and they too will also be bound by this privacy notice.

We collect information in the following ways:

When you give it to us DIRECTLY

There are many ways you may give us your information. For example, when you join as a member, begin volunteering, make a donation, communicate with us either by phone, in writing, including email or in person. We are responsible for your data at all times.

Via information available publicly

This may include information found in places such websites (club, district, action groups etc.) also information that has been published in articles/newspapers.

Website contact.

Details are not captured during your visit to our website.

What personal information we collect and how we use it

We will only ever capture the minimum amount of information that we need to in relation to your membership or services we provide to you and we promise to keep your information secure. The personal data we will usually collect is:

- Your name
- Your contact details
- Your date of birth
- Your bank details (as relevant to the service provided)

Where it is appropriate, we may also ask for additional information

How we will use your data

We will use your personal data for the legitimate interest of conducting core business activities, these will include:

- Administer your membership or donation, including processing Gift Aid
- Provide you with the services, products or information you asked for
- Communicating organisational messages and information to members, district and club officers
- Preparation of Rotary directories
- To present our website and its contents to you.
- In any other way we may describe when you provide the information
- For any other purposes with your consent

Sensitive information

We do not collect any personal information on members classified as 'sensitive' under GDPR.

Interact, Rotakids and under 18's data

We do not collect information from under 18's.

Data Sharing

1) Our service/host providers

In the course of our legitimate business activities, there may be a need for us to share, or give access to, your personal data to third parties that provide us with services or host our software.

2) Sharing within the Rotary organisation

The Rotary organisation is made up of Rotary International, The Rotary Foundation (TRF), Rotary International in Great Britain and Ireland, the Rotary Foundation United Kingdom (RFUK) and the RIBI Donations Trust.

Rotary clubs and districts within Rotary International in Great Britain and Ireland are data processors for some of your personal information associated with your membership and will process your data in accordance with the RIBI privacy notice. Clubs and districts also collect personal data for their individual club and district activities and are therefore also independent data controllers. This means they are also legally responsible for protecting your data under GDPR legislation whilst in their safekeeping and will have their own privacy notices in this respect.

3) Sharing with third parties

How we keep your information safe and who has access to it

We ensure that there are appropriate physical and technical controls in place to protect your personal details. For example, confidential paper records are securely stored, our online forms are encrypted and our network is protected and routinely monitored.

We undertake regular reviews of who has access to information that we hold to ensure that your personal information is only accessible by appropriate officers.

Where we store your information

Your personal information will be hosted securely within the UK or the EU by Rotary International in Great Britain & Ireland.

However, Rotary International runs its operations outside the European Economic Area (EEA). Although they may not be subject to the same data protection laws as organisations based in the UK, they will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law. By submitting your personal information to us you understand your personal data will be transferred, stored and processed at a location outside the EEA. You can view Rotary International's privacy notice by visiting their website:

<https://my.rotary.org/en/privacy-policy>

How long we retain your information and how we keep it up to date

We will only keep your information for as long as we need it to, to process your membership, donation, event registration or other services associated to your Rotary membership.

Individual members are responsible for keeping their own personal data up to date and have access to the RIBI Data Management System (DMS) or My Rotary on the RIBI website for this purpose. In addition, where necessary, we will keep your information accurate and up-to-date.

Your rights

The General Data Protection Regulations gives you certain rights and these are listed below for your convenience, further clarification of your rights is available on the Information Commissioners website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

- You have a right to be informed when your personal data is being collected, what is collected and how it will be used or shared.
- You have a right of access to your personal data: the right of access allows you to be aware of and verify the lawfulness of the processing of your personal data. Members and donors have access to their personal data via self-service systems such as the RIBI Data Management System (DMS) or My Rotary via the RI website. You can also request a copy of the information which we hold on you. This information will be provided free of charge, unless the request is found to be manifestly unfounded or excessive then a reasonable fee will be charged. The application should be made in writing, by letter or email, and addressed to the RIBI General Secretary, contact details shown below, enclosing two proofs of identification.

Applicants should be aware that where requests are manifestly unfounded or excessive, in particular because they are repetitive, RIBI can:

- charge a reasonable fee taking into account the administrative costs of providing the information; or
- refuse to respond.
- You have a right in certain circumstances to have inaccurate personal data rectified, blocked (restrict processing), erased (right to be forgotten), or destroyed.
- You have a right in certain circumstances to object to the processing of your personal data for such reasons as direct marketing.
- You have a right in certain circumstances to data portability.

In certain situations, these rights may not apply, for example if you are a valid member we will need to communicate with you about your membership and those services afforded to you as part of that membership; you hold a club or district office and we need to communicate with you in relation to that office, in which case you will not be able to unsubscribe from these communications.

We collect and process your personal data through legitimate interests or because you have provided it to us to enable us to deliver a service to you. We will only process your personal data as you would reasonable expect us to. You can opt out of our general member mailings at any time.

Finally, if you are unhappy with how we have processed your information, you have the right to lodge a complaint with the Office of the Information Commissioner, contact details below.

Changes to this privacy notice

We may change this privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website www.antonrotary.org or by notifying you directly.

Our contact details

Club Secretary
Boscombe & Southbourne Rotary
Northwick House
18 Owls Road
Boscombe
Bournemouth
BH5 1AF

Tel:

Complaints

If you are unhappy with how we have processed your personal information, please firstly contact the RIBI General Secretary, details above. If you are still unhappy you may contact the following:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Helpline: 0303 123 1113 (local rate) or ++44 1625 545 745

Boscombe & Southbourne Rotary

This document was last reviewed and updated 28th May 2018

Bill Coombes